

## Copying Text and Graphics from a PDF file



### Copying text.

Select the Text tool.

Click and drag to select the text you want to copy.

Right click and pull down to Copy to Clipboard.  
Paste it into your new document.

### Copying a graphic.

Left click on the graphic to select it.

Right click and pull down to Copy to Clipboard.  
Paste it into your new document.



### Copying a section of the page as an image.

Select the Snapshot tool.

Draw a rectangle around the section of the screen you want.

When you release the mouse, a message will come up saying the selected area has been copied to the clipboard.

Paste it into your new document.

### Screen Capture.

Press the PrtSc button on your keyboard (Print Screen)

Paste it into your new document.

You can crop the screen shot in MS Photo Editor or IrfanView before you paste it.