

## Copy/Paste

### **Copy/paste from other programs**

It's very common to want to copy/paste templates from Word or Google Docs into fields or banks.

## Copy/paste images from other programs

When writing documents, it's very common to want to copy/paste sections of previous documents for the student into the document you are working on, or copy/paste information in from other programs.

- **💡 Tip** Use keyboard shortcuts to select, copy and paste.
- **💡 Tip** Open the document you are currently working on in one tab, and the document you wish to copy from in another. View both documents side by side. Using your mouse to middle-click a link opens that link in a new browser tab which may be dragged.
- **💡 Tip** Open the PDF copy of the document you wish to copy from by previewing it and selecting the **Pop-out** option if available in your browser/on your device. This will display the PDF in a selectable text format (rather than image) which can be copied/pasted from.