samegoal

Editing Basics

Copy and 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. You can copy content from other programs with or without the original source formatting.

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.

Keyboard Shortcuts

Keyboard shortcuts can help you perform common actions quicker when writing documents. A few helpful shortcuts on Windows include the following (for Mac, substitute CTRL for the COMMAND key):

- **CTRL + Z** = Undo
- **CTRL + A** = Select All
- **CTRL + C** = Copy
- **CTRL + V** = Paste
- **CTRL + SHIFT + V** = Paste Without Formatting
- **CTRL + B** = Bold Text
- **CTRL + U** = Underline Text
- **CTRL + I** = Italicize Text
- **CTRL + SHIFT + PrtSc** (Windows) = Copy a portion of your screen for pasting
- **CMD + SHIFT + 4** (Mac) = Copy a portion of your screen for pasting

Tip **CTRL + A** is especially helpful to select all text if you are trying to remove all formatting in a given text box.

Spellcheck

Your browser's spellcheck feature works while authoring documents in SameGoal. If you would like to use spellcheck in SameGoal, enable it for your browser.

- Chrome
- Firefox
- Edge
- Safari

Chrome

Steps *To enable spellcheck in Chrome:*

1. Click on the three dots in the top right of the Chrome window.
2. Go to **Settings**.
3. On the left hand side of the screen, select **Languages**.
4. Under **Spell check**, select either **Basic spell check** or **Enhanced spell check**.

Firefox

Steps *To enable spellcheck in Firefox:*

1. Click on the three lines in the top right of the Firefox window.
2. Go to **Settings**.
3. On the **General** tab, scroll down to **Language** (located under **Language and Appearance**).
4. Select the **Check your spelling as you type** box.

Edge

Steps *To enable spellcheck in Edge:*

1. Click on the three dots in the top right of the Edge window.
2. Go to **Settings**.
3. On the left hand side of the screen, select **Languages**.
4. Under **Writing assistance**, enable **grammar and spellcheck assistance**. You may choose to use either **Basic** spellcheck or **Microsoft Editor**.

Safari

Steps *To enable spellcheck in Safari:*

1. Click on the **Edit** dropdown lines in the top left of your screen while on Safari.
2. Click **Spelling and Grammar**.
3. Select **Check Spelling While Typing**. You may also select **Check Grammar With Spelling** and **Correct Spelling Automatically**.