

# Copying Parts of Adobe Acrobat Documents

## Copying Text With the Select tool

The typical scenario is that a PDF file has been received via email and the goal is to copy part of it to an email note....

1) Open Adobe Acrobat Reader and look for the “Basic” tool bar (as shown to the left). If not, then right click on a portion of the menu bar and select “basic” from the list.



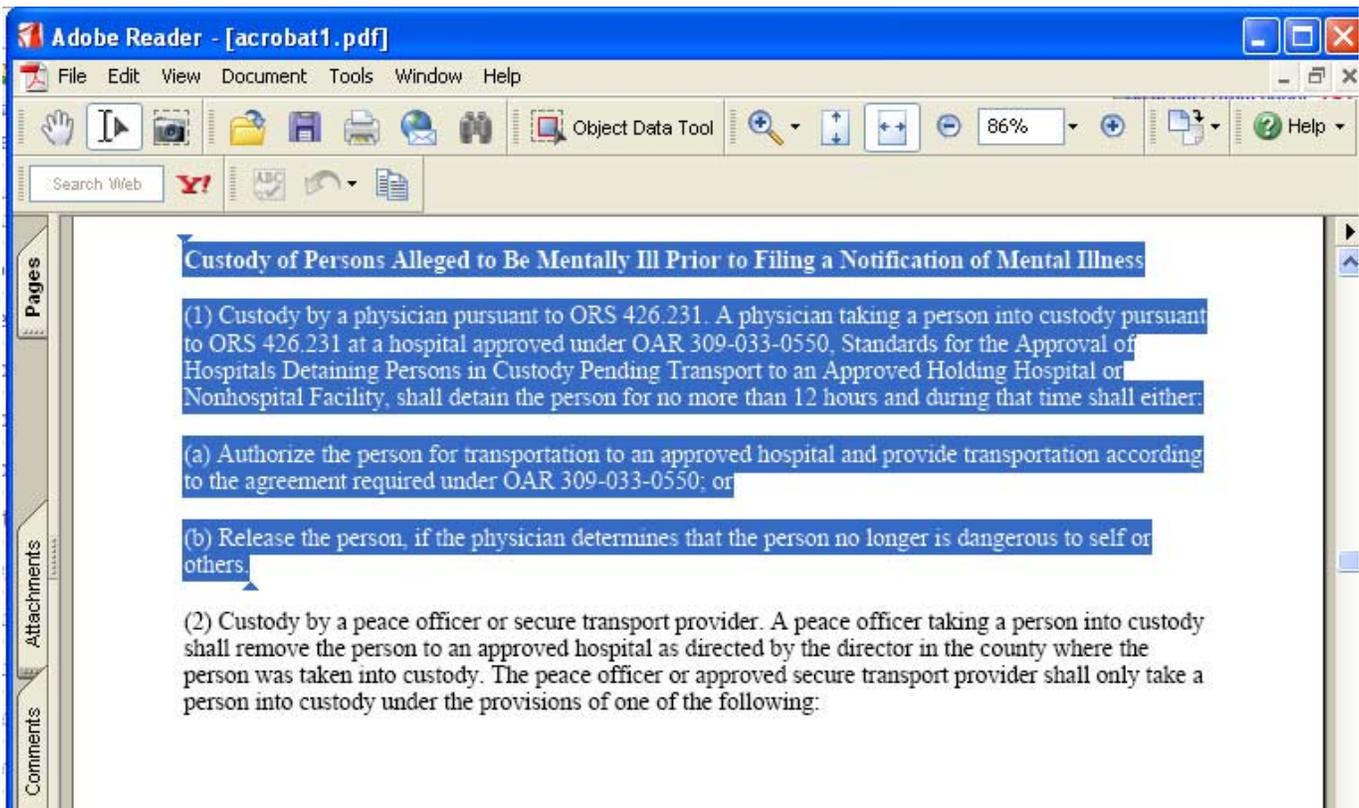
2) Click the “Select” button on the basic toolbar.

3) The cursor (mouse pointer) then becomes an “I bar” that looks like a capital I.

4) Place the cursor where you’d like to begin copying, press down on the left mouse button, and remain down on the button while sweeping the mouse over the area you wish to copy and it will appear similar to what is shown below

5) With the text highlighted, press Ctrl-C or select Edit/copy from the Adobe Reader menu.

6) Then go to a Word document or e-mail note and select Ctrl-V or edit/paste to copy the selection



## Copying Text and/or Images With the Snapshot tool

Note: If the PDF file is “protected”, the snapshot tool (looks like a camera) will appear greyed out as shown to the right. To verify whether a particular PDF file is protected, select “File/Document properties” and click the security tab.



1. Select the Snapshot tool , and do one of the following:
  - Click anywhere in the page to select all the text and images displayed on the screen.
  - Drag to create a selection rectangle around text, images, or a combination of both.
  - Drag to create a selection rectangle within an image.
  - Colors in the selected area are inverted momentarily to highlight the selection. The selection is copied automatically to the Clipboard when you release the mouse button.
2. To view the clipboard, do one of the following:
  - (Windows) Choose Window > Clipboard Viewer.
  - (Mac OS) In the Finder, choose Edit > Show Clipboard.
  - You can use the Edit > Paste command to paste the copied selection into a document in another application.

For example, the screen shot below contains both text and graphics and was captured by selecting the snapshot tool and sweeping the cursor over the header of the PDF file, then pasting the contents into the Word document.



**The Oregon Administrative Rules contain OARs filed through June 15, 2007**