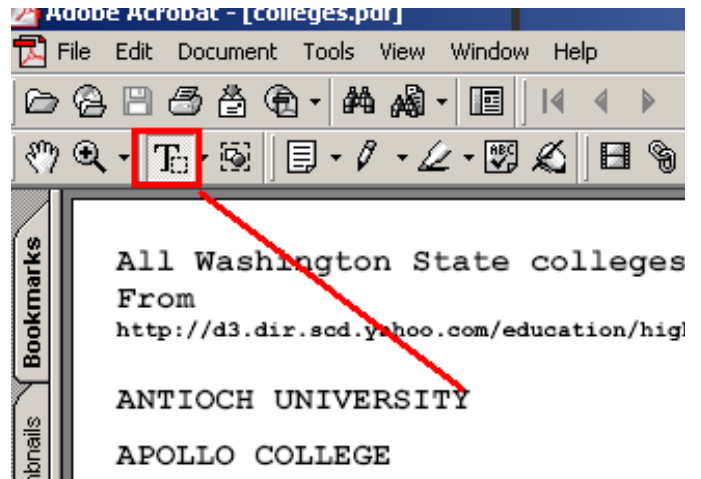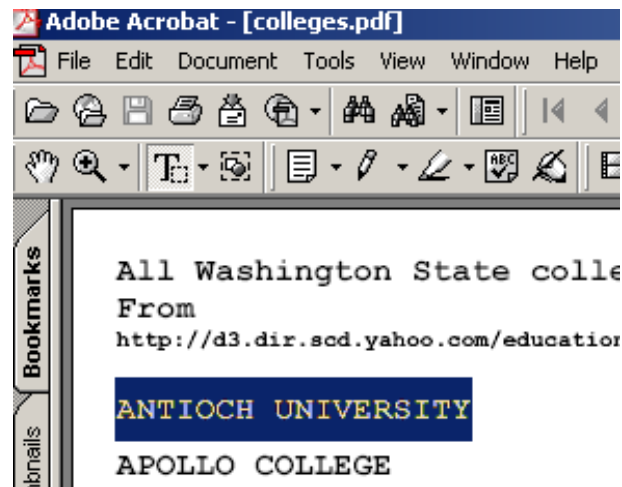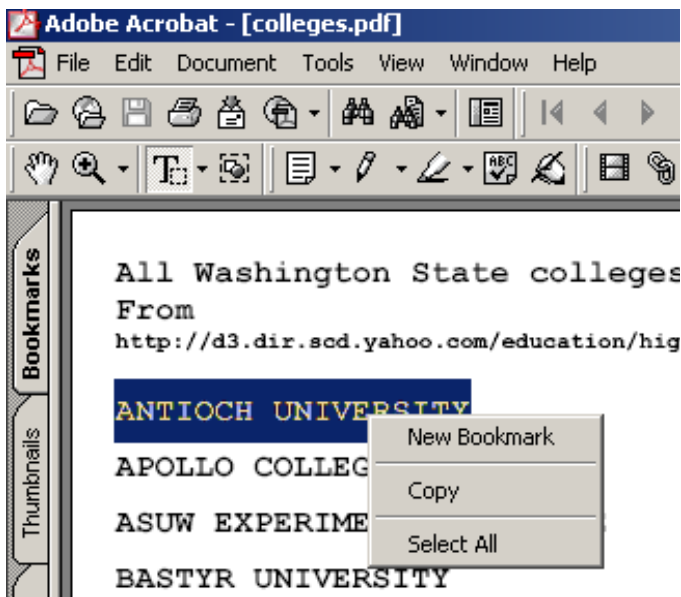# Cutting and Pasting Text from PDF documents[1]

1. (This will not work with documents that are picture rather than text based. Please see "Cutting and Pasting Pictures from PDF Documents if you need to copy from a picture-based document.) Click on the Text Select Tool.

2. Highlight the text that you want to copy

3. Put the text into the Windows Clipboard. You can do this by right-clicking, and then clicking onto copy.

4. Go to the place where you want to paste the text, and then use Ctrl-v to paste.