

COPY/PASTE NOTE-TAKING

When reading online texts, the copy-paste method of note-taking is easy and efficient. Here's the basic method.

FOR HTML DOCUMENTS (a standard webpage)

1. In your word-processing software (such as Microsoft Word), create and title a new document.
 2. While reading the web resource, highlight* any text you want to copy, and then
Microsoft users: click "Copy" in the Edit menu.
Macintosh users: hold the Apple key and press the "C" key.
 3. Switch to your document and then
Microsoft users: click "Paste" in the Edit menu.
Macintosh users: hold the Apple key and press the "V" key.
- The text will appear in your document. (You may wish to remove the extraneous spaces and paragraph marks in the text.)
4. Type in your notes and comments.

*To highlight text, place your cursor at the beginning of the text and click the left mouse button. Drag the cursor along the text until you have completed highlighting your selection. Lift your finger from the left mouse button. The text will remain highlighted.

FOR PDF DOCUMENTS (using Adobe Acrobat, available free online*)

1. In your word-processing software (such as Microsoft Word), create and title a new document.
2. While reading the PDF document, **use the Adobe toolbar** at the top of the document to copy/paste text:

First, click the "Text Select Tool" and then highlight text you want to copy.



Then click the Copy icon.

3. Switch to your document and
Microsoft users: click "Paste" in the Edit menu.
Macintosh users: hold the Apple key and press the "V" key.
- The text will appear in your document. (You may wish to remove the extraneous spaces and paragraph marks in the text.)
4. Type in your notes and comments.



*Look for this icon throughout the toolbox. It will lead you to the Adobe site from which you can download Adobe Acrobat software at no charge.