Copying content from a PDF into Microsoft Word 2010

1. **Open the PDF with Adobe Acrobat Pro or Reader**. **If the PDF opens within the browser window, please follow these instructions to open it with Acrobat. Opening the PDF in the browser and copying content and pasting into word will carry over the PDF formatting.**

   Displaying PDFs in Acrobat Reader instead of within the browser – change settings

2. If the mouse pointer in the PDF is a hand 🖐 then please click on the Text Selection Tool icon ⌶▹

3. If the mouse pointer is an arrow ▹, then moving the mouse on to the text will change the pointer to ⌶

4. Select the text you need and copy it (by right clicking on the mouse and choosing "copy" or by hitting CTRL+C on the keyboard.
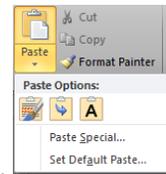
5. Open Microsoft Word, click on the down arrow below the "Paste" icon. .

6. Choose either the "Merge formatting" or "Keep text only" option. Either option will give you a clean copy of the content.