

# LiveText Help Sheet: Cutting & Pasting

## Copying & Pasting Text



Step 1: Open the word document you wish to take text from.

Step 2: Highlight the text that you wish to paste into LiveText and, either by selecting the copy button from the Edit toolbar or by hitting the buttons control + c, copy the text.

Step 3: Open a Text and Image section within the LiveText document that you wish to paste the text into.

Step 4: In the Text and Image toolbar there are two clipboard icons, one with a white page on it and one with a yellow page. It is recommended that you use the icon of the clipboard with the yellow page on it. This will paste your selection as plain text, eliminating any formatting problems that might be caused by using the regular paste icon to transfer text from different software.

Congratulations on successfully copying and pasting text into your LiveText document!

If you need further assistance please contact the LiveText office located in Room 281 of GAC, x2624, [livetext@naz.edu](mailto:livetext@naz.edu)