HOW TO COPY TEXT FROM POLICIES IN ADOBE PDF FORMAT

Because the two largest policies for Academic Personnel are being presented in Adobe PDF format, and because it is sometimes useful to copy text from policies for forwarding to others, below are the instructions for how to do so directly from Adobe's own Help file.

To select a section of text from an Adobe PDF document and copy it:

Select the text select tool by pressing the button that has a capital "T" with a dashed-line box next to it:

The mouse pointer will now be a capped line like in Microsoft Word instead of the Adobe hand.

> To select a line of text, click to select the first letter of the sentence or phrase and drag to the last letter.
>
> To select multiple columns of text (horizontally), hold down Ctrl (Windows) or Option (Mac OS) as you drag across the width of the document.
>
> To select a column of text (vertically), hold down Ctrl+Alt (Windows) or Option+Command (Mac OS) as you drag the length of the document.
> **Note:** You can also use the column select tool.
>
> To select all the text on the page, choose Edit > Select All. In Single Page mode, all the text on the current page is selected. In Continuous or Continuous - Facing mode, most of the text in the document is selected. When you release the mouse button, the selected text is highlighted.
>
> To deselect the text and start over, click anywhere outside the selected text.

Choose Edit > Copy or Ctrl+C to copy the selected text to the clipboard.

Paste the selection into the destination document.