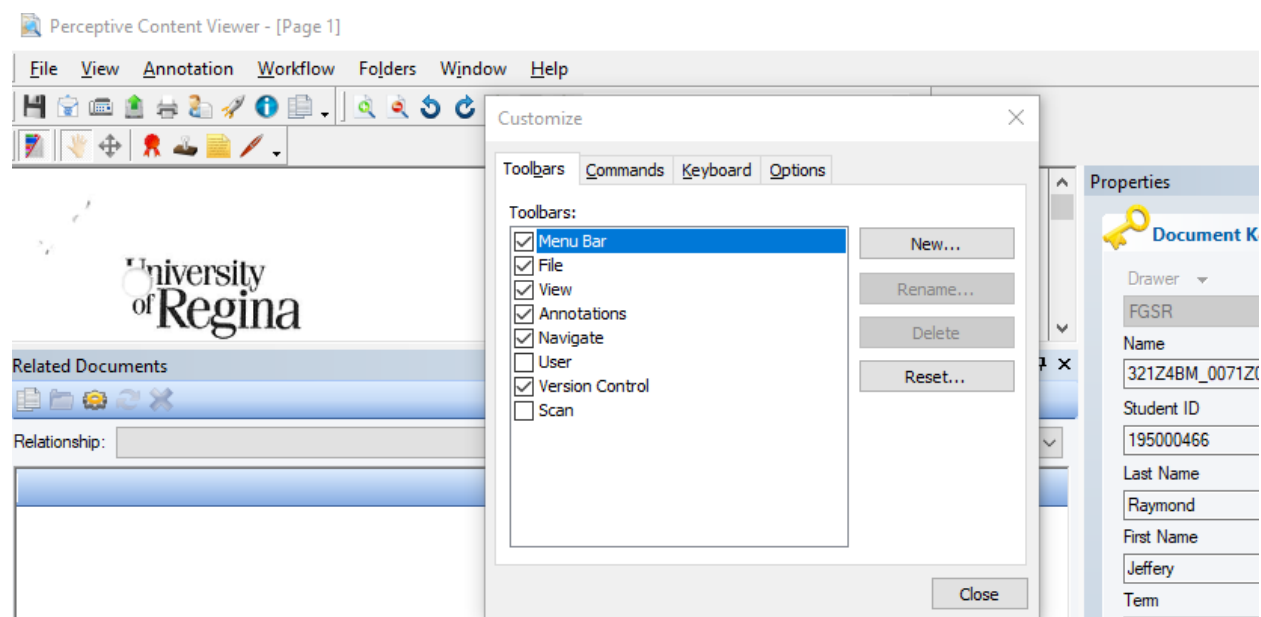
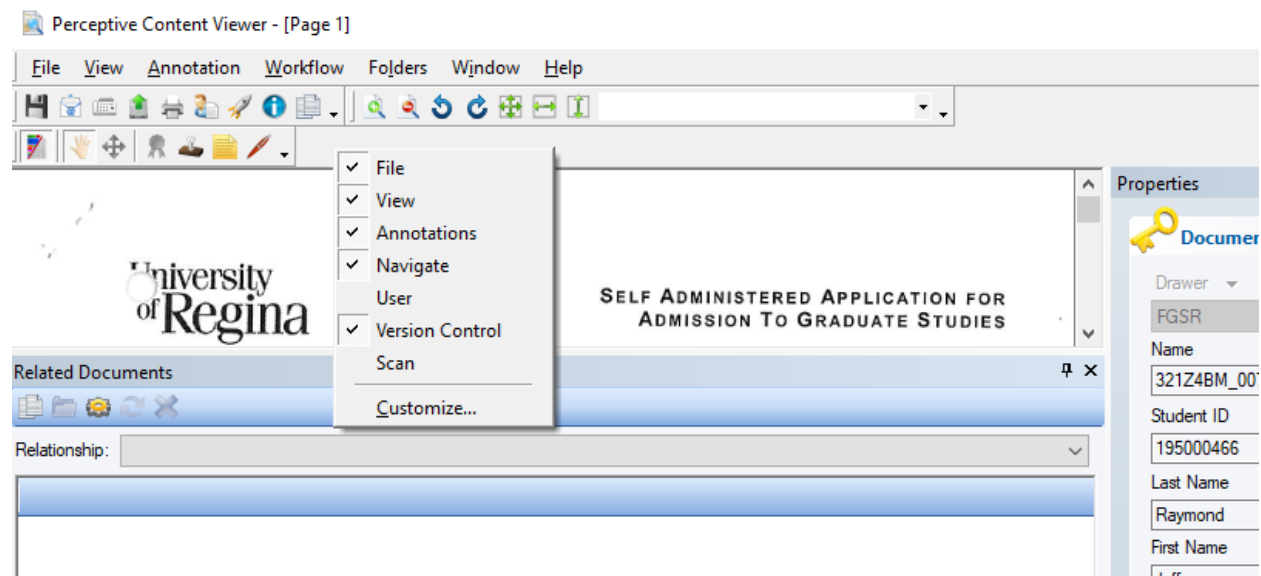


## Procedure to Copy & Paste Information from a Document

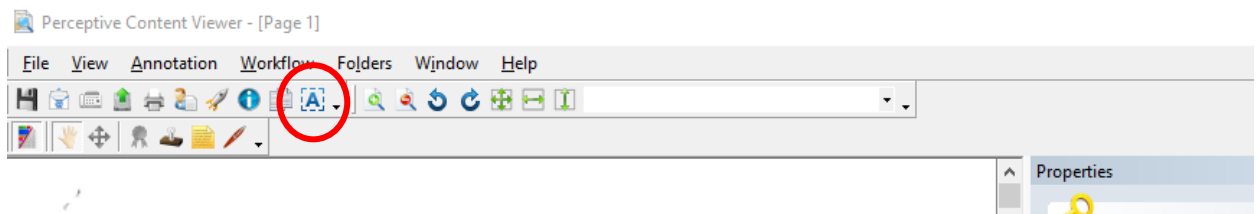
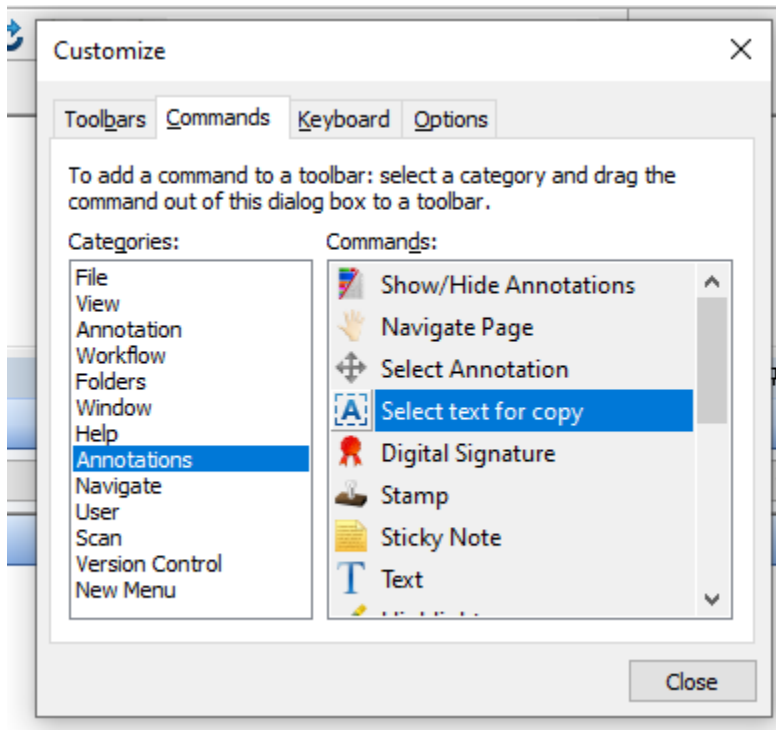
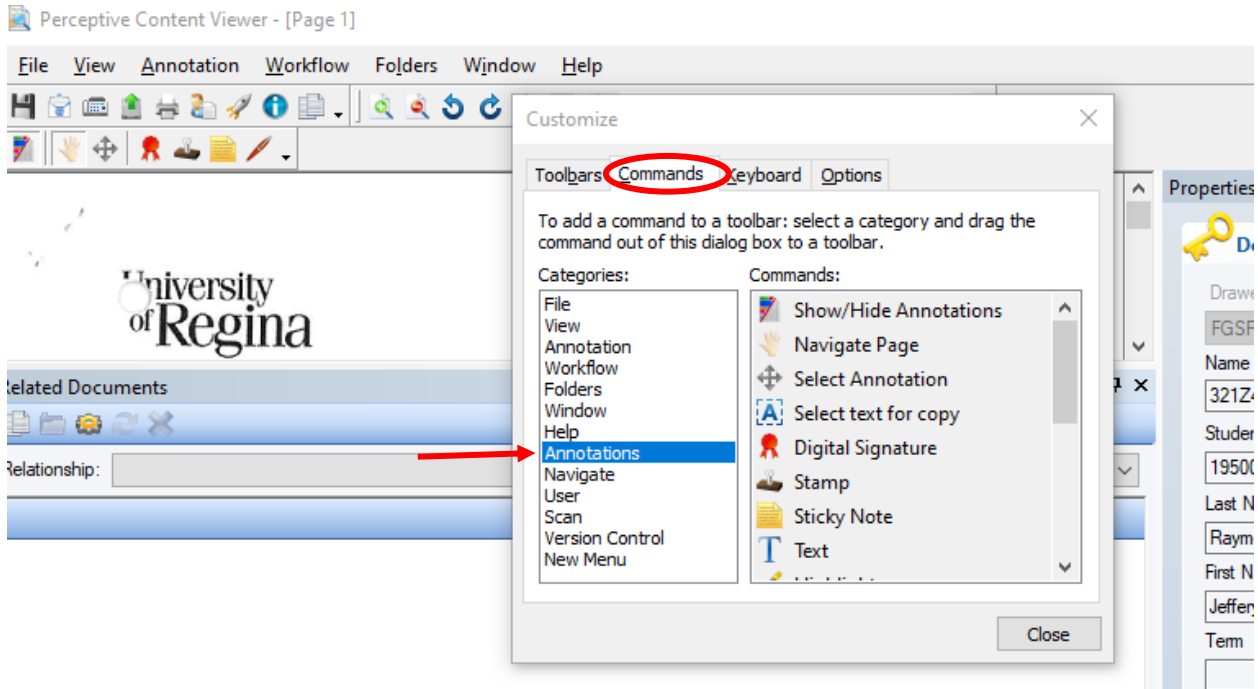
### Desktop Version

1. To add the button on your menu bar, right click the menu bar
2. Select 'Customize'



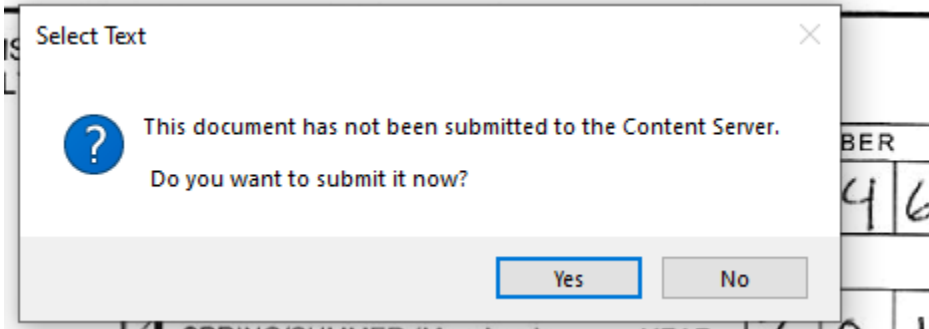
3. Select Command and then 'Annotations' (the second annotation on the list with the 's')
4. Select 'Select text for copy' and drag to your tool bar

## Procedure to Copy & Paste Information from a Document



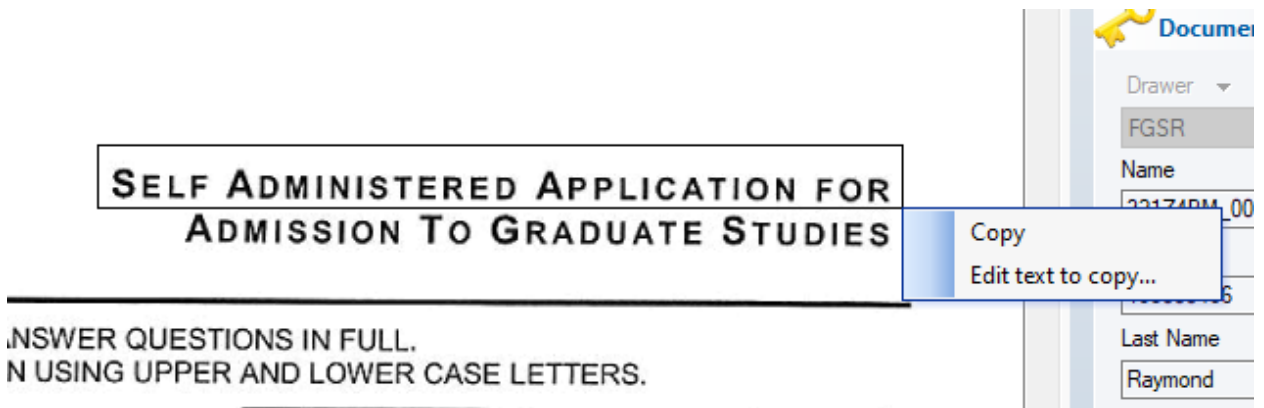
## Procedure to Copy & Paste Information from a Document

- Click the new button on the tool bar and the following message will appear



- Click Yes and give it a moment to process.
- Click the new button on the tool again and select the text you would like to copy

**Note:** If you get the above message again, the document is still processing so you just need to wait a bit longer



- Then either select 'copy' to copy the text and paste in another location or select 'Edit text to copy' if you need to edit the text before copying to another location

## Procedure to Copy & Paste Information from a Document

### Experience (Online) Version

It is not possible to copy & paste data from within documents using Perceptive Experience

However, the user is able to copy and paste any index values or custom properties of a document in both the online version and the desktop version

The screenshot shows a document viewer interface. The main document content includes:

- Banner ID:
- Temporary ID: Deep0310
- 1. Start:
- 2. Personal Information
  - Name:
    - Legal Last Name:
    - Legal First Name:
    - Middle Name:
  - Preferred First Name:  Previous Name:  Prefix: Miss
  - Mailing Address:
  - Alternate Email Address 1:
  - Alternate Email Address 2:

The 'DOCUMENT PROPERTIES' sidebar on the right is circled in red and contains the following information:

- NAME: 321Z525\_007KY33LD0002QK
- DRAWER: FGSR
- STUDENT ID:
- LAST NAME:
- FIRST NAME:
- TERM: 202120
- UNIQUE ID: 321Z525\_007K003LD000344
- DOCUMENT TYPE: Application Form GS
- CUSTOM PROPERTIES
  - STATUS: Hold File for Next Intake
  - DEGREE: Master of Education
  - DEPARTMENT: Education
  - FIELD OF STUDY: Educational Leadership
  - PROGRAM: MEI EDL Course