


How To Copy and Paste from a PDF file.

The process is to copy text from a PDF file into your Word Processor program. You can not modify a PDF file. You must have Adobe Acrobat Reader to do use these instructions. It is a free application available from Adobe, use the link on the BLM Trail Closure page.

The best way to do the process is to save the PDF file to your computer then open it with Acrobat Reader. You may or may not

have the Select Tool on the toolbar . If so click it to set the mode to copy text. If not there you can add it to the toolbar (recommended) by right clicking on a blank area of the toolbar and selecting the "Select & Zoom" option. This method should place the tool on the toolbar permanently. You can also right click on the document and select the "Select Tool" from the menu or you can go to the Tools menu, Select & Zoom, Select Tool to set the mode.

Once the Select (Copy) mode is set in Acrobat you can drag over text to select it and Paste the text into your Word Processor which you would have open in another Window.