

Instructions for Copying the Parent Newsletter Inserts

These instructions will help you copy and paste text from Acrobat Reader documents in the School Health Services Manual (SHSM) into a Word document.

Please note:

- We ask that the information provided be used as it is written. Editing the content may change its intent. If you would like to edit or change the content, please contact us and we would be happy to review the changes in order to ensure accuracy
- When copying the Parent Newsletter Inserts, you will need to reconfigure the font and format to align with your current newsletter text. In addition, our graphics will not copy
- **If you would prefer to have the Parent Newsletter Inserts in Word format by email, please contact *Health Connection* at 1 800 361-5653 and ask for the nurse on-call for the school team. She will have the materials emailed to your school**

Step 1: Open a new or current Word document

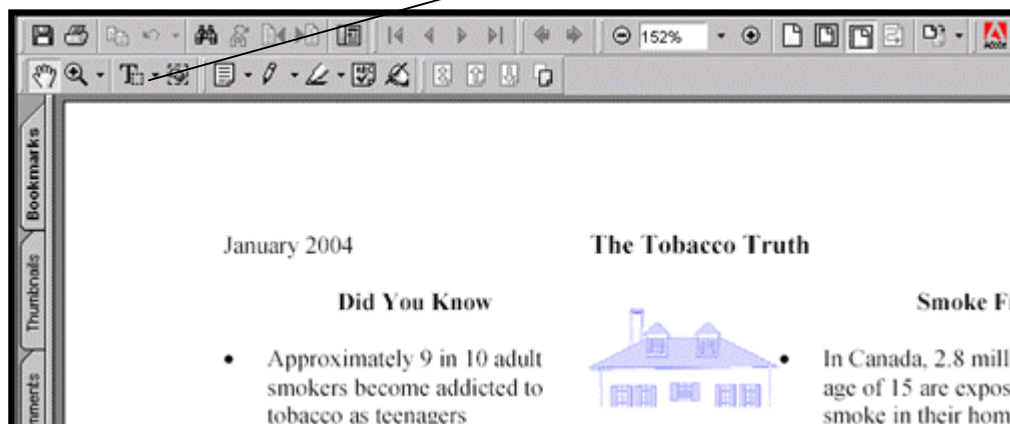
1. Open a page in Word or another word processing program that you wish to use.

Step 2: Open the PDF Document in the School Health Services Manual

2. Click on the link on the SHSM web page to bring up the document you wish to use and copy. It will be in PDF format.
3. At the top of the document there is a toolbar with a variety of icons. These icons perform various tasks within your PDF document (see diagram 1 below).
4. Find the **text select tool** icon (see diagram 1 below).



Diagram 1



Step 3: How To Select the Text You Want to Copy


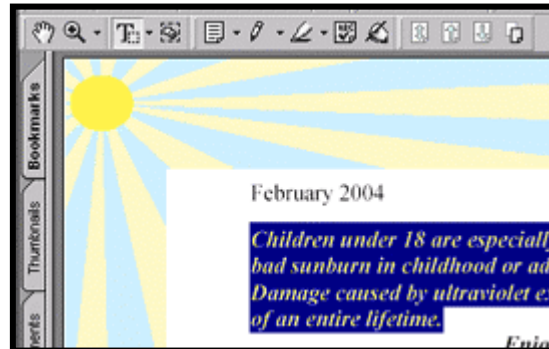
5. Click on the **text select**  **tool** located on the toolbar. Nothing will appear to change on the screen.
6. Go to the text in the document that you wish to copy. Click and drag your mouse to highlight the text. (see diagram 2 below)

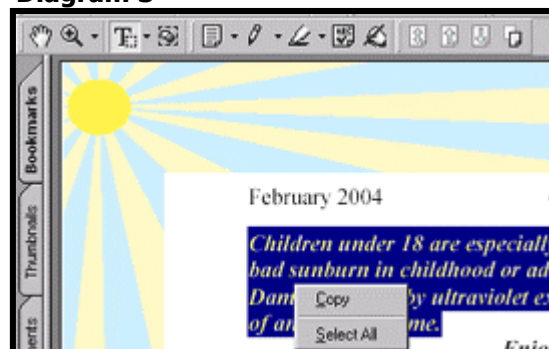
Diagram 2



Step 4: How to Copy and Paste the Text into Word

7. Right click on the selected text, choose **Copy** from the drop down menu (see diagram 3 below).
8. Go to your Word document.
9. Right click, choose **Paste** from the drop down menu to paste the selected text into your word document.
10. Reconfigure the font and format of the selected text to align with your school newsletter.

Diagram 3



If you have any difficulty using the Parent Newsletter Inserts in Word format, please contact *Health Connection* at 1 800 361-5653 and ask for the nurse on-call for the school team.