

Tips for Copying and Pasting in ENCORE!

Open the file that has the desired text.

1. Highlight the text to copy.

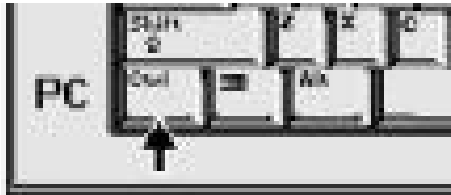
- One easy way is to click at the beginning of the page, hold down the shift key, go to the end of the page, and click at the end of the selection. Release the shift key and all the text between the two points will be selected.

2. Copy the text using keyboard shortcuts.

- On a Mac, hold down the Command key and press the “C” key (Command + C).



- On a PC, hold down the Control key and press the “C” key (Ctrl + C)



Release the keys. Go to the form and click into the box where you want the text to be.

3. Paste the text.

- On both Macs running Citrix and PCs, hold down the Control key and press the “V” key (Ctrl + V). On Macs without Citrix, hold down the Command key and press the "V" key (Command + V)

Note: P. 2 of the Assessment Report will hold 4000 characters. You can set up your word processing program to hold that many characters on each page by following these instructions:

Click on File

Click on Page Setup

Set the margins to Top: 1" Bottom: 3" Left: .75" Right: .75"

Click on OK

Change the font to Times New Roman 10 pt. on the formatting toolbar (or by clicking on Format, then Font and selecting Font: Times New Roman and Size: 10)