

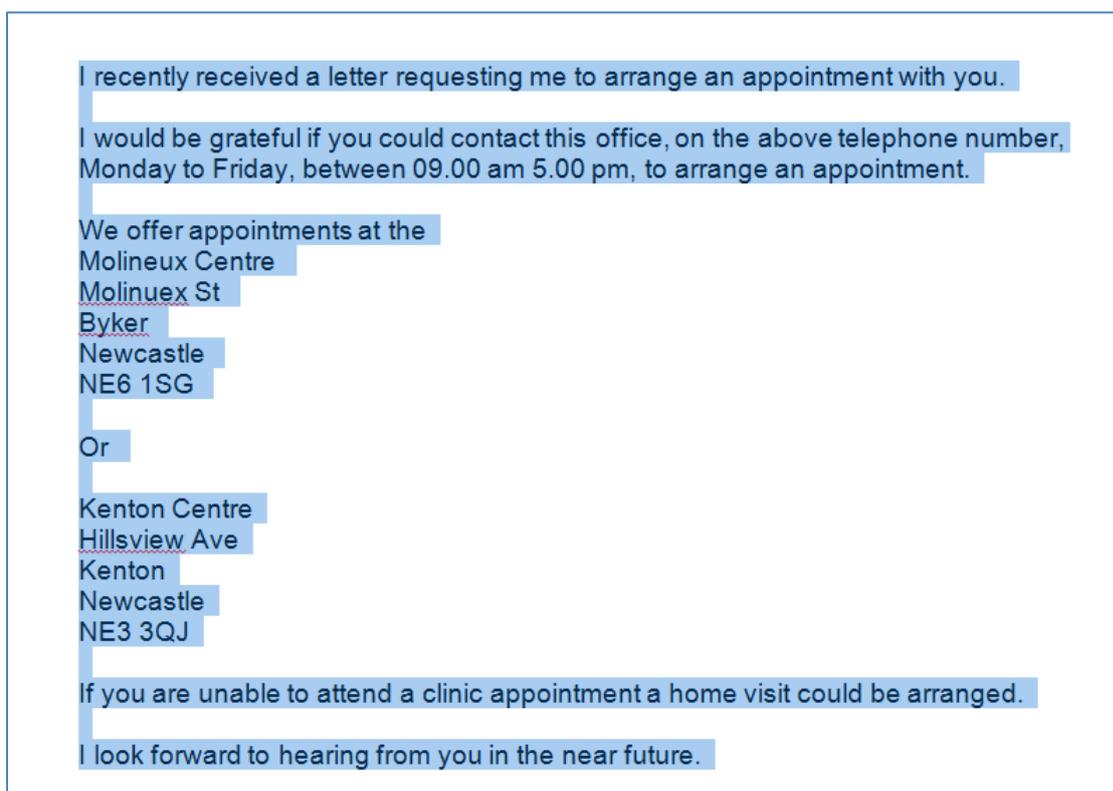
How to - Copy and Paste

Scenario

When creating a letter in Document Creation, it is possible to copy text from another document for example one created in Word or a previous letter for this patient that is in Document Store.

Copy Text from Word

1. **Open** the document containing the text you want to copy.
2. Using your mouse, **highlight the text** by holding the left mouse button down at the beginning of the text and dragging your mouse to the end of the text.



3. **Release the mouse** button and the text should remain highlighted
4. Use your keyboard shortcut **Ctrl and C** to copy the text (you can use your right mouse button in word and select Copy from the list)

This will copy the text into your computer memory.

Copy Text from Document Store

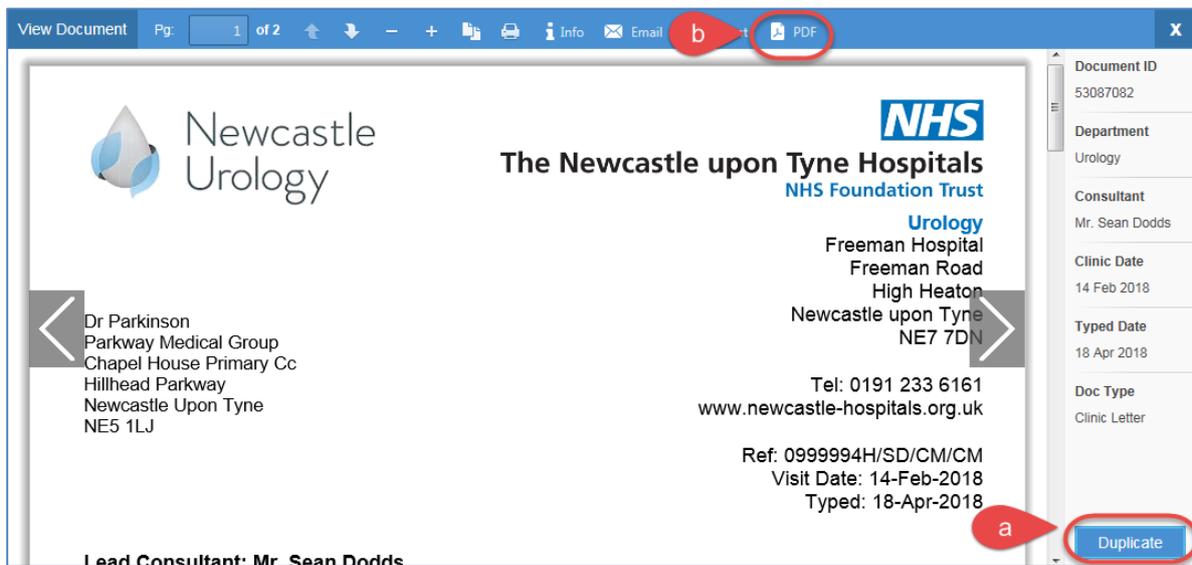
There are 2 options when copying text from a document stored on the patients record.

- a) Use the Duplicate button at the bottom right of the page.

This copies the full text from the body of the document. You then select the Encounter you want to use.

- b) Use the PDF button from the Document menu bar.

This opens up a copy of the letter and from here you can copy the specific part of the text you required.



Paste Text

5. Go to your document in **Document Creation**
6. Click in the **text field**
7. Paste the text into your letter. You can use your keyboard shortcuts **Ctrl and V** or you can use the right mouse button and select **Paste** from the menu