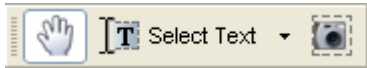





## COPYING AN IMAGE FROM A PORTABLE DOCUMENT FORMAT (.PDF) FILE

1. Open the **PDF** file you wish to copy images from by double clicking your mouse on it. This will open Adobe Acrobat Reader.
2. Click the **View** menu, then **Toolbars** and ensure that there is tick beside the **Basic** toolbar. To give it a tick, simply click on the word Basic.

2.1 The **Basic** toolbar  will appear towards the centre of the screen beside the **Search** button.

3. On the **Basic** Toolbar click on the drop down arrow beside the **Select Text**  button.
4. Click the **Select Image** button.
5. Click the **Snapshot Tool**  button.
6. The cursor changes to a plus sign to indicate that it is ready to copy the image.
7. Move the cursor to the top left corner of the image. Click the mouse button, while holding the mouse button down, drag the cursor down and then across to the right of the image until the box outline covers the entire image.
8. Now release the mouse button.
9. A dialogue box will appear to notify you that the image has been saved on the clipboard, click OK.
10. Now you can open any Microsoft Office program and select the **Paste**  button with your mouse.
11. This will copy the image into the document.