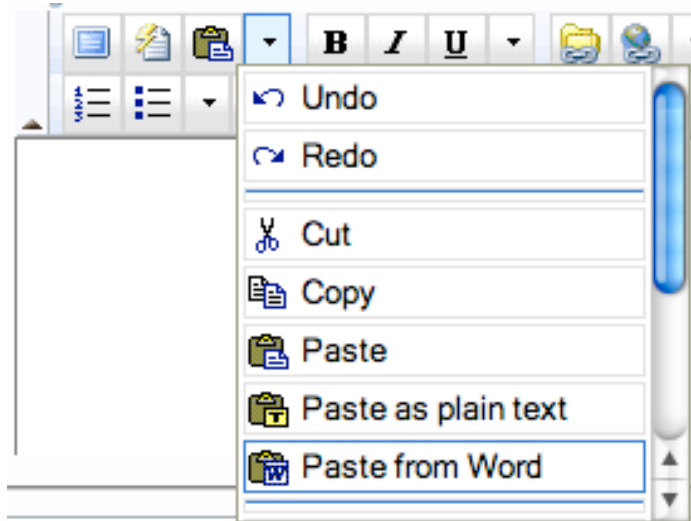


How to Copy and Paste Text from Microsoft Word

Firefox, Safari, or Chrome

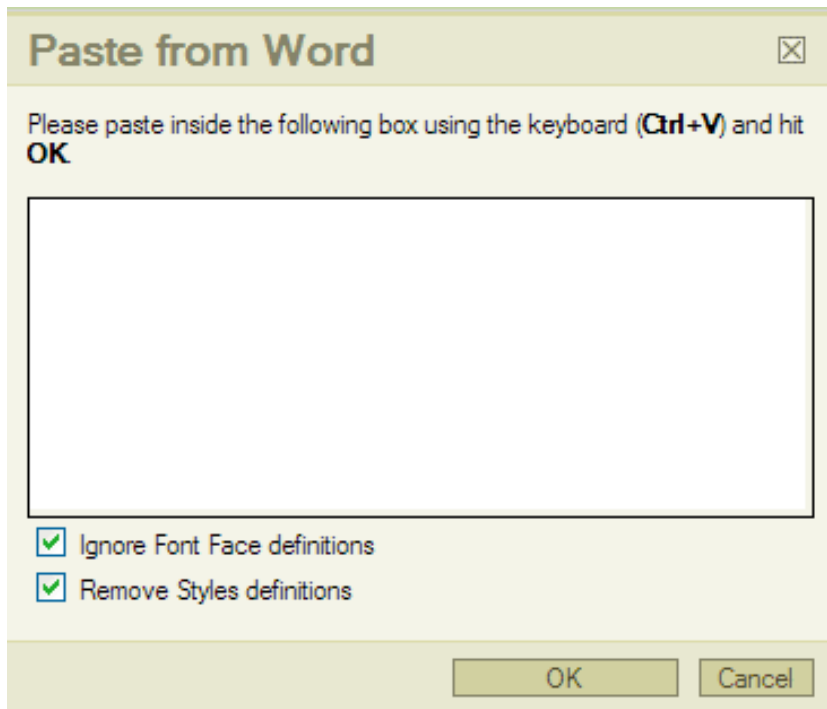
When pasting from Word using one of these browsers it is important that you follow these steps:

1. Click on the **Paste** button from the toolbar and select the **Paste from Word** option.



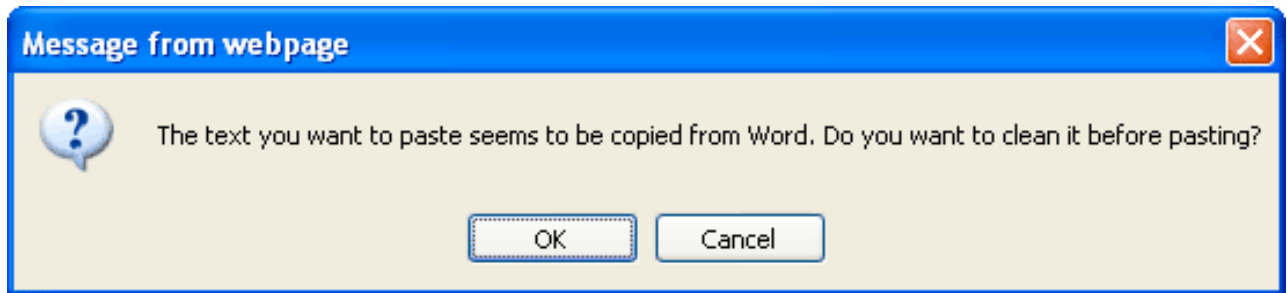
The **Paste from Word** box will appear. Paste your text inside the box.

Be sure that both checkboxes are selected and click ok.

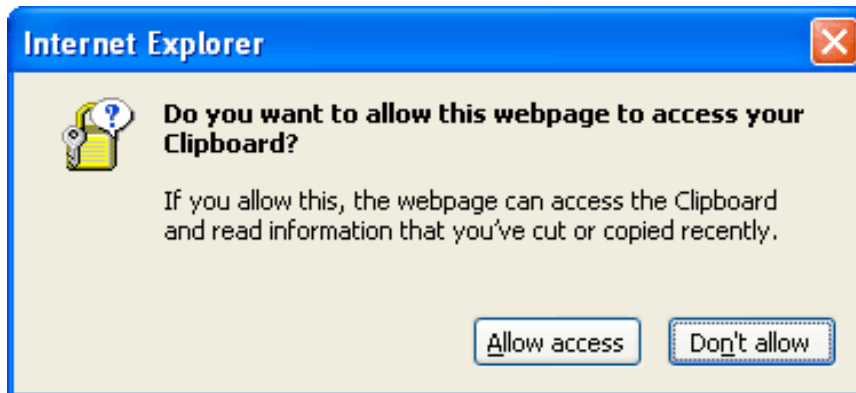


Internet Explorer

When pasting text from Word using IE you will first receive this dialog box. Click OK.



If you receive this dialog box, click **Allow access**.



The Paste from Word box will appear. Paste your text inside the box.

Be sure that both checkboxes are selected and click ok.

