Copy and paste from another document

- Copying text from another webpage
- Copying text from Word
- Using images from another website

Copying text from another webpage

1. Open the other page in your browser.
2. Highlight the text you want to copy
3. Right-click on it and select Copy
4. Switch to the CMS (you can open a new tab in your browser)
5. Open the page you want to paste into and go into edit mode
6. Click on Paste as Plain Text
7. paste the text into the box (Ctrl + V)
8. Click OK

NB - **do not** use 'Paste from Word'

Copying text from Word

1. Open the Word document.
2. Highlight the text you want to copy
3. Right-click on it and select Copy
4. Switch to the CMS (in your browser)
5. Open the page you want to paste into and go into edit mode
6. Click on Paste as Plain Text
7. paste the text into the box (Ctrl + V)
8. Click OK

Using images from another website

> **Only refers to images from other websites**
>
> NB - this set of instructions is only for use with images from other websites than your own

1. Make sure you have permission to use the image (i.e. that it is licensed via Creative Commons or it is in the public domain or that its copyright is owned by the University of Bath).
2. make sure that you have the right size of image (not too big, not too small)
3. right-click on the image and select Save Image As
4. save to your local C:\ drive
5. Upload the image to the CMS
6. Insert it into the page in the normal way (see Editing pages tutorial for instructions)

Unable to render {include} The included page could not be found.