

## How to copy pages of the Water Supply Outlook into MS Word:

NOTE – Creating a single document from the whole report will have very many pages.

For each HTML page of the Water Supply,

1. Text pages in the Explorer web browser can simply be highlighted and copied, and then pasted into Word.
2. Web tables can be copied into Word by:
  - a. In Explorer, click on *File* and then *Edit with MS Word*,
  - b. The page will open in a new Word file. Highlight and copy the table from this file and paste it into your Word file.
3. PDF figures can be copied into Word by:
  - a. In the Acrobat file that opens from the web, click the *Graphics Select Tool* button in Acrobat. Highlight the figure and click Acrobat's *Copy* button.
  - b. Paste into your Word file.