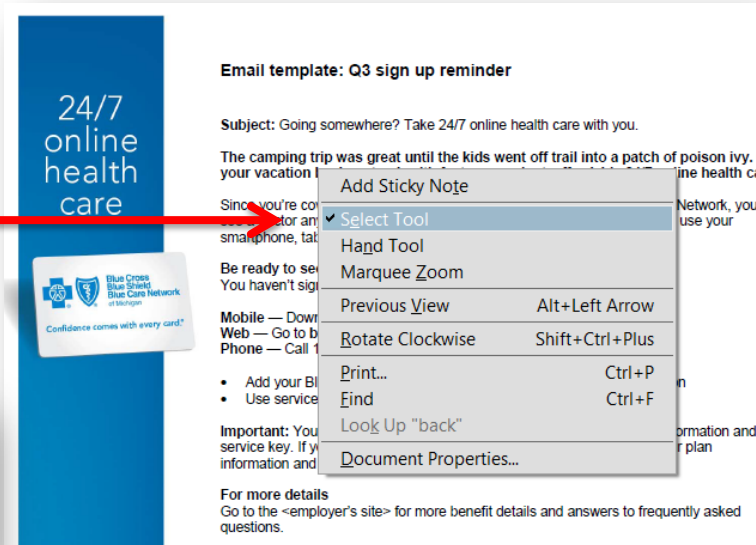
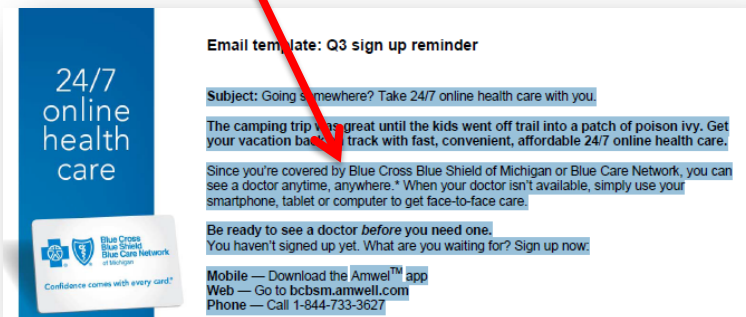


## How to copy text from PDF templates

- 1) Open the PDF file.
- 2) Hover your mouse over the center of the document.
- 3) Click the right side of your mouse button.
- 4) Click the *Select Tool*.
- 5) Highlight all of the text you need to copy.



- 6) Paste the copied text into your document or email body.
- 7) Fix formatting or variable fields as needed before sharing with your employees.