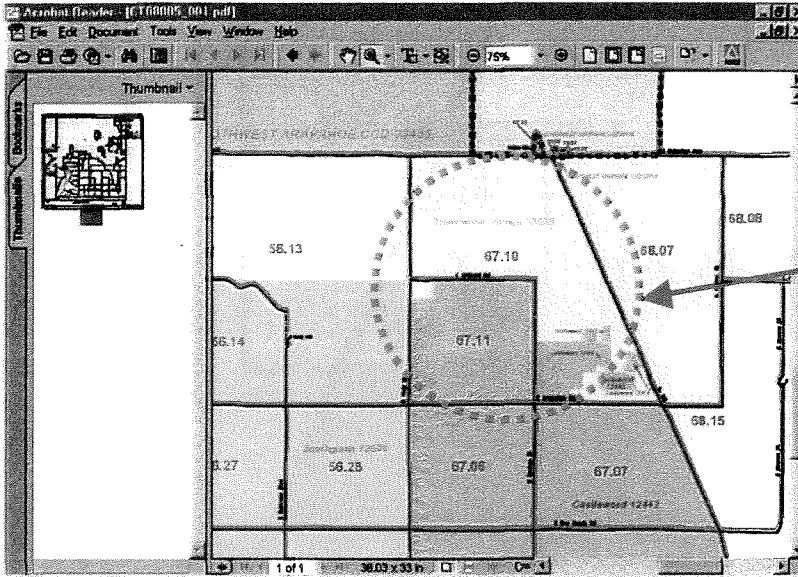


HOW TO COPY & PASTE SELECTED PORTIONS OF A CENSUS TRACT PDF MAP USING ADOBE READER 5.0 ®

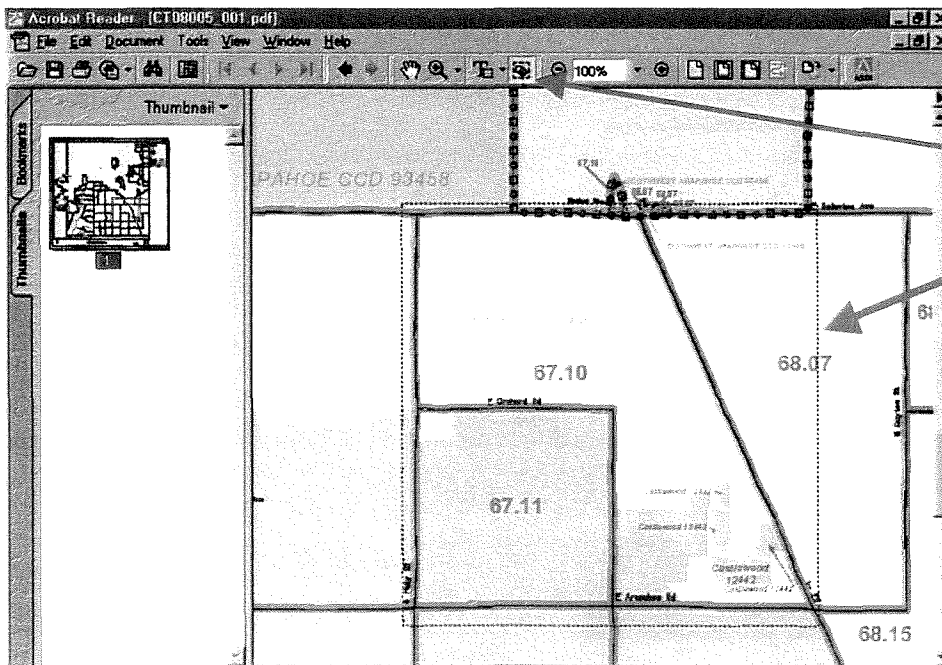
If you do not have Adobe Reader loaded on your PC, it may be attained at the website <<http://www.adobe.com/products/acrobat/readstep2.html>>. The software is free.

- ❖ With the desired map opened in Adobe Reader, with the magnifying glass tool, zoom into the area of the tract map which you would like to copy.



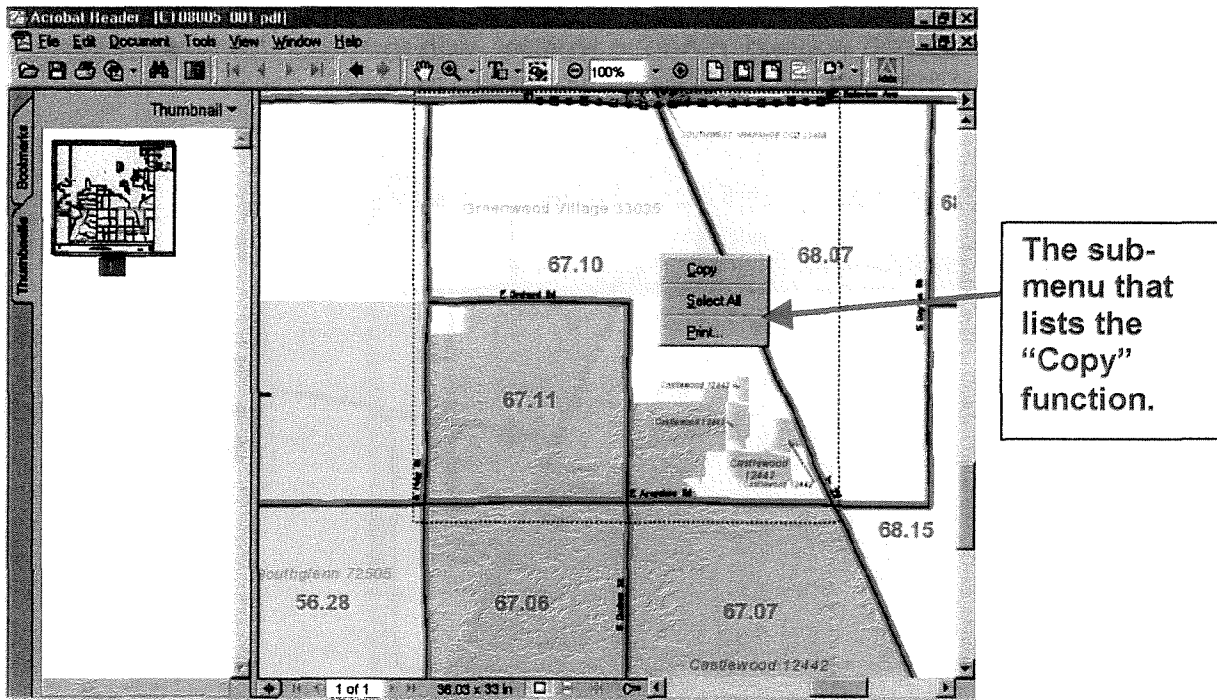
This is the area we will eventually select.

- ❖ At the top of the Adobe screen there is a magnifying glass zoom tool icon. To the right of the zoom tool is an icon with a dashed box and a black circle. This is the Graphics Select Tool. Select the Graphics Select Tool by clicking your mouse once on the icon.
- ❖ Your mouse will now turn into a set of crosshairs. This will allow you to select an area of the map. Using the crosshairs, draw a box around the area to copy. A dashed box will surround the area. After selecting the area, release your mouse button.



Graphics select Tool
Dashed select box showing the area is ready to copy.

- ❖ On your mouse there is a minimum of two buttons. With the area now highlighted, click the right button of your mouse. This will produce a sub-menu.



- ❖ Select with the left button of your mouse, the Copy function displayed. You have now finished the copy portion.
- ❖ In the program of your choice (Microsoft Word, Corel WordPerfect, Excel, QuattroPro, Quark, etc.) format your page and choose the Edit, Paste function.
- ❖ Your selected area now appears. Congratulations!

