

CONNECTIONS Clue

Using Hot Keys to Make Copying and Pasting into CONNECTIONS Easier

You can copy from a WORD document into CONNECTIONS but...

There are, what is known as, "Hot Keys" on your key board that makes copying and pasting into CONNECTIONS possible since CONNECTIONS does not recognize a "right mouse click".

First, check to be sure there is no formatting such as a table, graphics, logos, letterhead or scanned document; only text should be pasted into CONNECTIONS. The error stating, "Text may only be pasted into this document. Please select only text and try again," is one of the new messages in the transformation that are related to copying/pasting data into notes/narratives.

After removing any unacceptable formatting, highlight the text you want to copy and then select ctrl/C on the keyboard. Now, click into the field where you want to paste the information. Then select Ctrl/V on the keyboard.