

# Copying text and images from an Acrobat document

Acrobat Reader has 3 main tools, the hand tool (on by default), the select tool and the snapshot tool.

- Most are familiar with the hand tool, which allows you to move the document around on the screen and other basic operations.
- The select tool allows the user to select text in the PDF and copy it to the clipboard.
- The snapshot tool allows the user to drag a box around a selection of the PDF and copy it to the clipboard as an image.

**NOTE** PDF security allows the creator of the document to disallow these tools, which results in buttons being “grayed out”.

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Revision #3

Created Fri, May 26, 2006 1:07 PM by Wilson, Jonathan

Updated Fri, May 26, 2006 1:07 PM by Wilson, Jonathan