



How to copy a figure from another document?

A simple copy / paste action is hazardous (figures may be corrupted or lost).

- Right-click the figure you want to copy from the source document.
- In the destination document, select "Insert" - "Object", and the appropriate graphical tool (e.g. Microsoft® Word Picture).
- MS Word opens the graphical software window: select "Edit" - "Paste Special" and choose the required output format.
- After closing this window, the figure appears as an object embedded into the Word document, which allows safe further edits.

The **editHelp!** website has been created to facilitate access to ETSI tools as well as getting useful information and to make the production of standards a simple task.

In case of any difficulties, please do not hesitate to contact **editHelp!** at editHelp@etsi.org we are here to help you produce your standard.

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