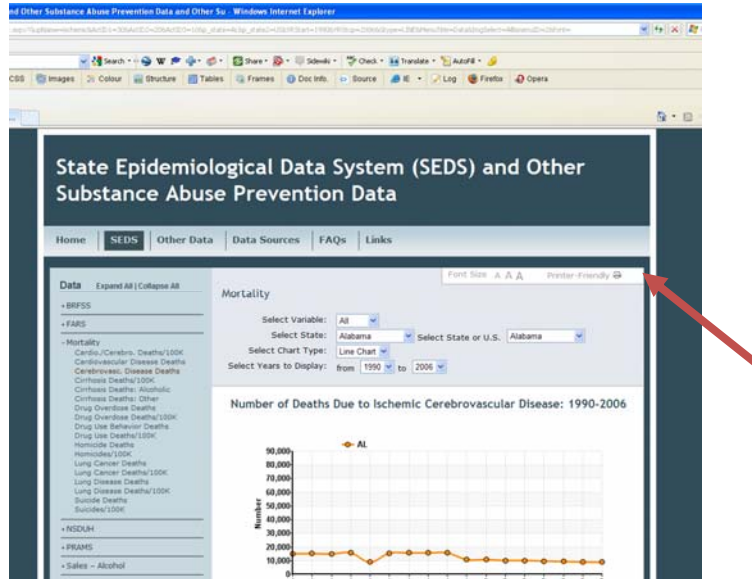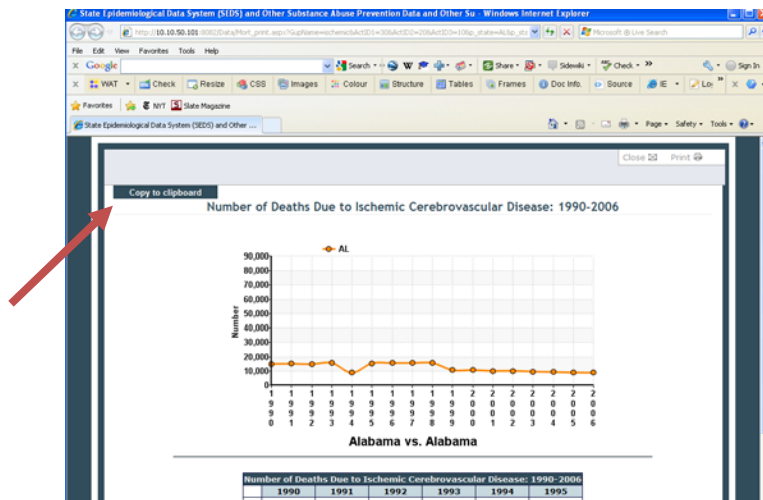# How can I copy graphics and tables using Internet Explorer (IE)?
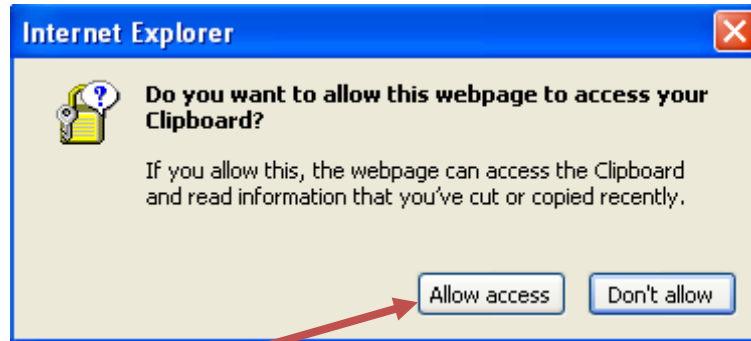
1. If you are using a PC with Internet Explorer 7 or 8, click **"Printer Friendly"** in the upper right corner. (You may download the latest version of Internet Explorer here: http://www.microsoft.com/windows/internet-explorer/default.aspx.)

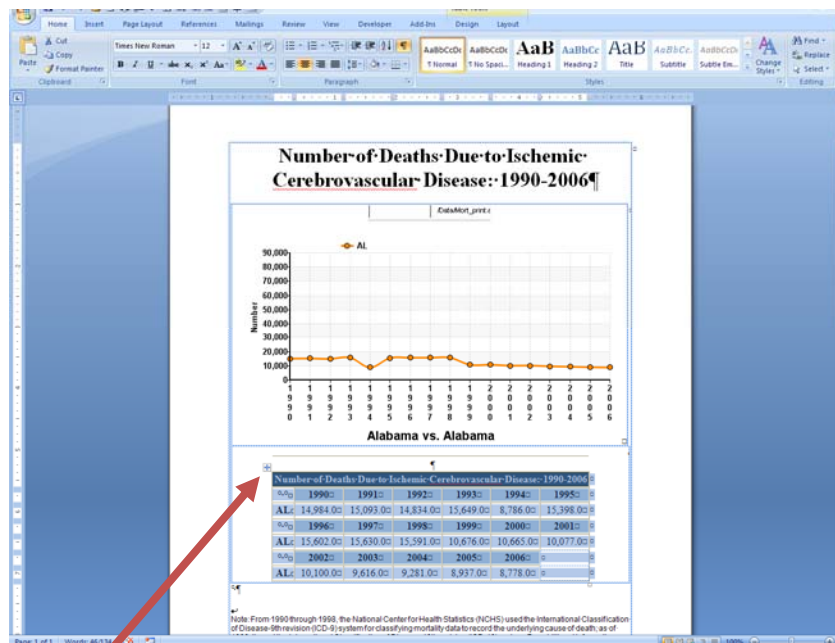**2.** In the new tab click **"Copy to Clipboard"** in the upper left.

3. Your browser will prompt you to allow the webpage access to your Clipboard: click **"Allow access."** Please note that certain browser security settings may prevent this from working properly. If that occurs, you may copy manually, see **How can I copy graphics and tables using a browser other than IE?**
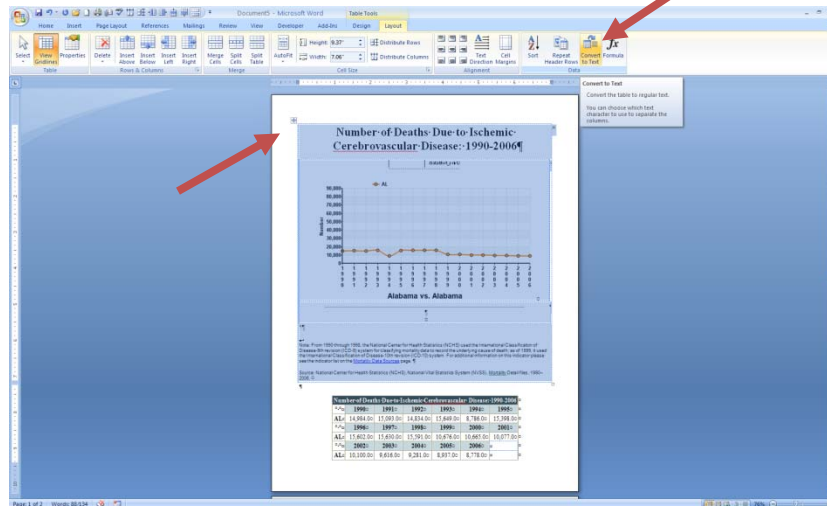

4. Then paste what you copied into another program such as Word or Excel by selecting **Ctrl+V** .

5. Once in Word, all elements will be inside tables (see below). In order to remove the elements from the tables, there are two steps:

> *a. Select the data table by hovering over the table with your mouse and clicking the box in the top left. Cut the table (**Ctrl+X** or select "Cut" under the "Home" tab), scroll to the bottom and add a return or two to be sure you are below the layout table so that you do not append rows to it, and paste (**Ctrl+V** or select "Paste" under the "Home" tab) the table below the Notes and Sources.*

b. *To remove the table surrounding the title, figure and notes, select it (hover over the table with your mouse and clicking the box in the top left). In* **Word 2007, click "Convert to Text***" in the Data section of the Layout tab (see below). In* **Word 2003***, **select the menu item Table >Convert >Table to Text***. In either version, click OK in the box that pops up.*

6. Remove any extraneous formatting code. First turn on the "Show ¶" option (or **Ctrl+Shift+8**). Or to use the menu options in Word 2007 (**Home>Paragraph>¶ button)** OR in Word 2003 choose **Tools>Options>View>Formatting Marks>Select "All"**. Now you will see extraneous code or boxes. Just select and delete.

7. Finally, reformat text, resize the figure, etc. as you like.