Digital Measures
Pasteboard

PasteBoard is a function which allows users to easily copy and paste text into a desired field and is available on most screens. Pasteboard can be accessed from the left side of the window under Manage Activities.

Once you Select **PasteBoard** a yellow box will appear. When you scroll over the top bar your cursor will change to a four way with arrows, you can then click and move to another location on the screen. You can also make the area larger if needed by selecting the arrow in the bottom right corner of the yellow box.