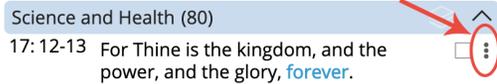


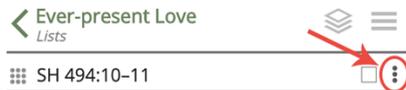
## Copy/Paste an Individual Citation

1. Click on the three-dot menu under search, in a list, or in the citation builder

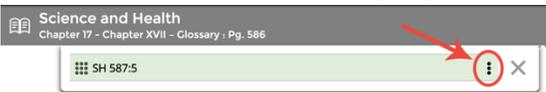
Search results three-dot menu:



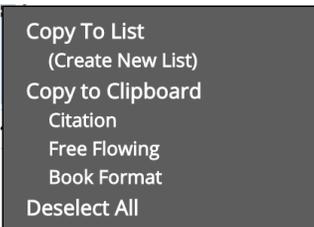
List three-dot menu:



Books panel, citation builder three-dot menu (at the top when a passage is highlighted):



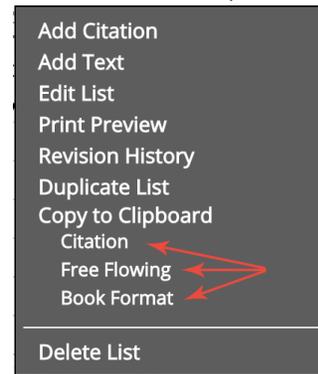
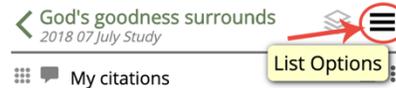
2. The three-dot menu appears



3. Click on one of the options under "Copy to Clipboard" (Note: the "clipboard" is what the computer uses to store the copied information)
  - Citation – copy/paste the citation reference only without the text (ex. SH 494:10-11)
  - Free Flowing – copy/pastes the text as free flowing
  - Book Format – copy/pastes the text as it appears in the books
4. Open the word processing software or email where you would like your citation pasted
5. Paste your citation using one of these methods:
  - The browser menu: Edit → Paste
  - Right click → Paste
  - A keyboard shortcut: Cmd + v (on a Mac) OR Ctrl + v (on a PC)

## Copy/Paste an Entire List

1. Open the list you would like to copy
2. Click the List Options menu (three horizontal bars) to the right of the list name
3. Click on one of the options under "Copy to Clipboard" (Note: the clipboard is what the computer uses to store the copied information)



- Citation – copy/paste the list of citation references only without the text
  - Free Flowing – copy/pastes the text from the list as free flowing
  - Book Format – copy/pastes the text appears in the books with line/passage numbers and marginal headings
4. Open the word processing software or email where you would like your list of citations pasted
  5. Paste your list of citations using one of these methods:
    - The browser menu: Edit → Paste
    - Right click → Paste
    - A keyboard shortcut: Cmd + v (on a Mac) OR Ctrl + v (on a PC)