

5. Copy and Paste using PasteAi

PasteAi is a key feature of Report:Assist.

It allows you to copy text from any report and paste it into a different pupils report, automatically changing the pupils name and correct gender throughout the pasted text.

Working Example :-

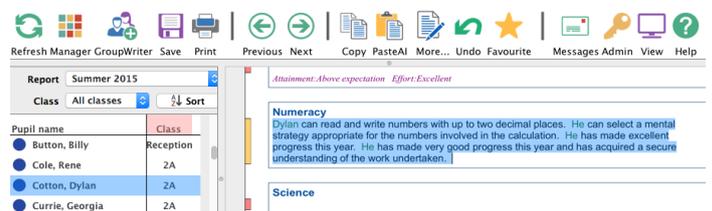
1. Select and highlight some text in a male pupils report by holding your left mouse button down and scrolling over the text. (Will highlight in blue)
2. Now click on the Copy Icon at the top of the program
3. Next, move to a female pupils report by scrolling through your pupil list and clicking on a pupil. (Will highlight in blue) then click in the appropriate subject box to paste the text.
4. Click on the PasteAi Icon at the top of the program
5. The copied text will now appear with the new pupils name and all male gender text (he,him,his... etc) will have changed to (she,her, hers ... etc)

This feature works between any current or archived report.

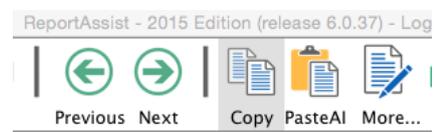
You can also use it to paste text from other Word documents or programs.

To Paste in from a external program (such as Word) click on the 'More' icon and select 'Paste from Word' from the menu that appears.

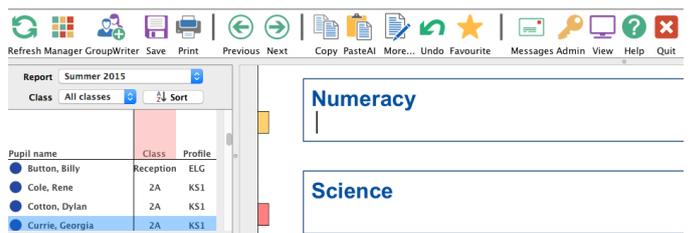
1.



2.



3.



4.



5.

