

Collecting Highlights via MS Word

Collecting highlights: Extract all highlights simultaneously to place in one doc

Purpose:

- Study guides
- Reading Notes
- Research Paper, literary analysis, etc.

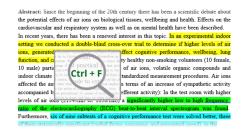
Open a MS Word doc in the desktop app.

- · Assign colors for color-coding if gathering notes for a research paper
- Highlight main ideas or quotes

You may highlight in Word online or in the desktop app, but the steps for collecting the highlights can only be completed in the desktop version

Collecting Highlights

Hold Ctrl+F

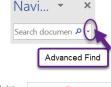




- Click on drop down menu
- Select Advanced Find

Tip: Do NOT enter anything in search field

- Select More > Format > Highlight
- Select "Find in" > Main Document (Word then finds & selects all highlights)





- Hold Ctrl + C to copy the highlights
- Open a New Doc
- Hold Ctrl + V to paste highlights in a new doc
- Re-arrange highlights by color to organize notes by subtopics

