

Microsoft Office Compatibility

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iGrafx Share is a Microsoft Office compatible product. If you're already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access, and PowerPoint, then many of the tasks you learned to complete in Office can be completed in a similar manner in iGrafx Share. Micrografx and Microsoft hope these similarities will make it easier for you to use our products together and with other Office compatible products.

Look for the Microsoft compatible logo when purchasing software. For more information about the Microsoft Office compatible program, and for a complete listing of Microsoft Office compatible products in the United States, call Microsoft customer service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

There are two methods to transfer media to Microsoft Office documents. You can either drag and drop the media, or you can use the Clipboard to copy and paste the media.

[To copy media into Office via drag and drop](#)

[To copy media via the Clipboard](#)

To copy media into Office via drag and drop

- 1 Make sure the target Office program window (for example, Word) is shown on the screen.
- 2 Open Share Media with the correct subject, if necessary.
- 3 Click the item, and while holding the left mouse button drag the item onto the document.
- 4 Position the cursor where you want to place the item, and release the mouse button.

Note

You must copy media into Excel via the Clipboard rather than using drag and drop.

{button Related Topics,PI('`,`ocshare_rtf_1011600')}

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To copy media via the Clipboard

- 1 Make sure the target Office program window (for example, Word) is shown on the screen.
- 2 Open Share Media with the correct subject, if necessary.
- 3 Click the item you want to copy.
- 4 Click the right mouse button and click Copy.
- 5 Move the cursor to the correct place in the target document and click to position the cursor.
- 6 Click the right mouse button and click Paste.

{button Related Topics,PI('`,`ocshare_rtf_1011600')}

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