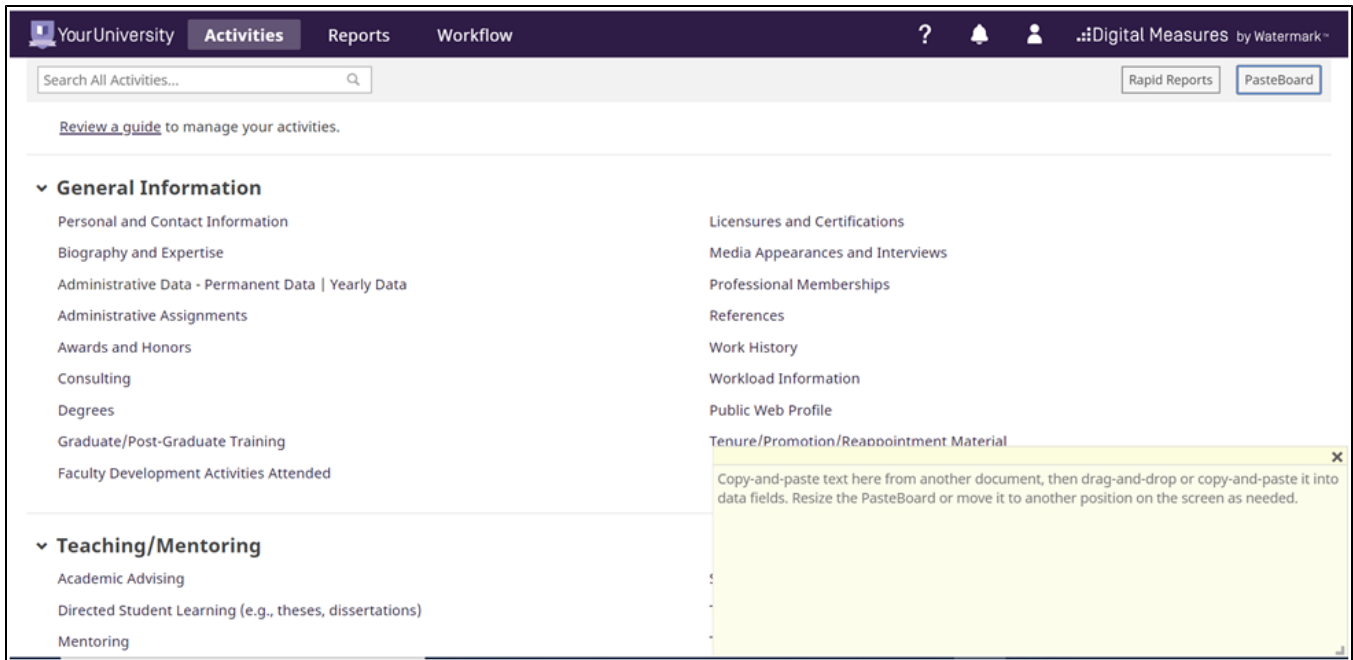
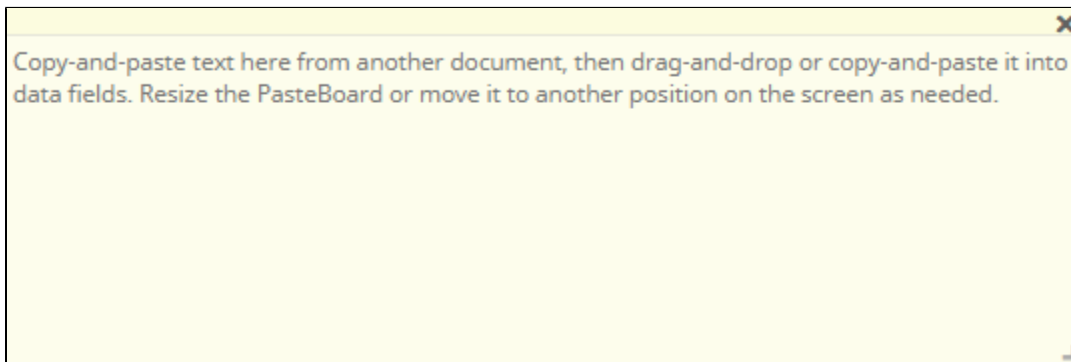


# Using the PasteBoard

You will find the PasteBoard in Faculty Success to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a field in the system to have it pasted into the field. To access the PasteBoard, click the text PasteBoard in the left-hand menu under Manage Activities. The PasteBoard will appear in the bottom right-hand corner of your screen and can be dragged anywhere on the screen as needed. Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.



The screenshot shows the 'YourUniversity' Faculty Success interface. The top navigation bar includes 'YourUniversity', 'Activities' (selected), 'Reports', and 'Workflow'. On the right of the bar are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark'. Below the navigation bar is a search bar labeled 'Search All Activities...' and buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is divided into two columns. The left column has a 'General Information' section with links like 'Personal and Contact Information', 'Biography and Expertise', 'Administrative Data - Permanent Data | Yearly Data', 'Administrative Assignments', 'Awards and Honors', 'Consulting', 'Degrees', 'Graduate/Post-Graduate Training', and 'Faculty Development Activities Attended'. Below this is a 'Teaching/Mentoring' section with links for 'Academic Advising', 'Directed Student Learning (e.g., theses, dissertations)', and 'Mentoring'. The right column lists 'Licensures and Certifications', 'Media Appearances and Interviews', 'Professional Memberships', 'References', 'Work History', 'Workload Information', 'Public Web Profile', and 'Tenure/Promotion/Reappointment Material'. The 'PasteBoard' is open in the bottom right corner, displaying the instruction: 'Copy-and-paste text here from another document, then drag-and-drop or copy-and-paste it into data fields. Resize the PasteBoard or move it to another position on the screen as needed.'



This is a close-up of the PasteBoard interface. It is a yellow rectangular box with a close button (X) in the top right corner. The text inside reads: 'Copy-and-paste text here from another document, then drag-and-drop or copy-and-paste it into data fields. Resize the PasteBoard or move it to another position on the screen as needed.'

See more information [here](#).