AUTHOR INK
Microsoft Word ~ Twisty Questions

PASTING TEXT WITHOUT TRAUMA

When you select and copy text in Microsoft Word (either using CTRL+C or menu options), that text is copied to the clipboard along with all of its formatting. With default Word settings, this means that when you simply paste that text elsewhere in the document (or into a new document) it is pasted with its source formatting. This can be really annoying, especially if you're not so confident with using Word styles and you're suddenly faced with a chunk of wrongly formatted content to deal with! The solution is simple once you know where to look...here's how.

1. POSITION YOUR CURSOR

So, you have some nicely formatted content and you've copied text from another source (or elsewhere in the same document) to paste in.

For my example, I've started an 'Alice in Wonderland' document and have just copied the next paragraph to be pasted from another source. I've positioned my cursor where I need it to go and am all set to paste.

But the text I've just copied is red and in a different font - arrgggh! So: in your working document, position the cursor at the point you want to paste the text.

Alice in Wonderland

'There's no such thing!' Alice was beginning very angrily, but the Hatter and the March Hare went 'Sh! sh!' and the Dormouse sulkily remarked, 'If you can't be civil, you'd better finish the story for yourself.' 'No, please go on!' Alice said very humbly; 'I won't interrupt again. I dare say there may be ONE.' 'One, indeed!' said the Dormouse indignantly. However, he consented to go on. 'And so these three little sisters—they were learning to draw, you know—' 'What did they draw?' said Alice, quite forgetting her promise. 'Treacle,' said the Dormouse, without considering at all this time. 'I want a clean cup,' interrupted the Hatter: 'let's all move one place on.'
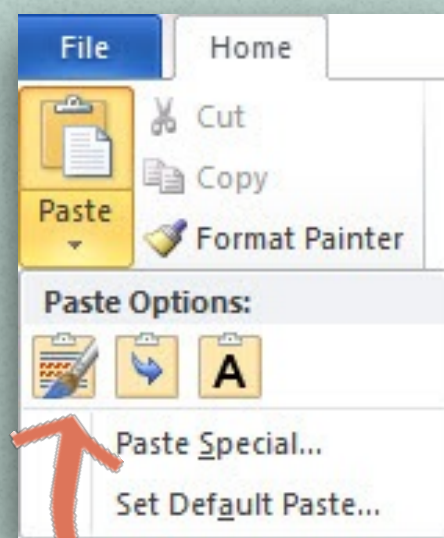
I need to paste some text here

2. PREVIEW PASTE OPTIONS

Don't click the Paste button!

Instead, look closely at the **Paste** option on the ribbon in Word (typically it's on the **Home** tab) and click the sneaky little down arrow underneath. This shows additional paste options which can be used.

Just hover your cursor over one of these options to see what it does. As you do this, you'll see a preview of how the copied text will be pasted IF you select that button.

File | Home
Cut
Copy
Paste
Format Painter

Paste Options:

Paste Special...
Set Default Paste...

Alice in Wonderland

'There's no such thing!' Alice was beginning very angrily, but the Hatter and the March Hare went 'Sh! sh!' and the Dormouse sulkily remarked, 'If you can't be civil, you'd better finish the story for yourself.' 'No, please go on!' Alice said very humbly; 'I won't interrupt again. I dare say there may be ONE.' 'One, indeed!' said the Dormouse indignantly. However, he consented to go on. 'And so these three little sisters—they were learning to draw, you know—' 'What did they draw?' said Alice, quite forgetting her promise. 'Treacle,' said the Dormouse, without considering at all this time. 'I want a clean cup,' interrupted the Hatter: 'let's all move one place on.'

He moved on as he spoke, and the Dormouse followed him: the March Hare moved into the Dormouse's place, and Alice rather unwillingly took the place of the March Hare. The Hatter was the only one who got any advantage from the change: and Alice was a good deal worse off than before, as the March Hare had just upset the milk-jug into his plate. Alice did not wish to offend the Dormouse again, so she began very cautiously:

Paste preview options are useful!

As you hover over a paste option, a preview of your copied text is shown

3. CHOOSE YOUR PASTE OPTION

The three paste options for text are:

❖ **Keep Source Formatting** - i.e. paste the text exactly as it was copied. If you're copying from a source that has exactly the same styles and formatting as your working document, this should be fine. But if not - or if you're not sure - you might be better off trying one of the other options.

❖ **Merge Formatting** - i.e. paste the text with the same font style and size as existing content, but maintain other properties such as hyperlinks and bold or underline formatting. If you've copied content that contains hyperlinks or other formatting that you need to keep, choose this option.

❖ **Keep Text Only** - i.e. paste as plain, unformatted text. If your copied content doesn't include any links or local formatting (bold, underline, etc.) that you need to keep, you can choose this option.

Alice in Wonderland

'There's no such thing!' Alice was beginning very angrily, but the Hatter and the March Hare went 'Sh! sh!' and the Dormouse sulkily remarked, 'If you can't be civil, you'd better finish the story for yourself.' 'No, please go on!' Alice said very humbly; 'I won't interrupt again. I dare say there may be ONE.' 'One, indeed!' said the Dormouse indignantly. However, he consented to go on. 'And so these three little sisters—they were learning to draw, you know—' 'What did they draw?' said Alice, quite forgetting her promise. 'Treacle,' said the Dormouse, without considering at all this time. 'I want a clean cup,' interrupted the Hatter: 'let's all move one place on.'

He moved on as he spoke, and the Dormouse followed him: the March Hare moved into the Dormouse's place, and Alice rather unwillingly took the place of the **March Hare**. The Hatter was the only one who got any advantage from the change: and Alice was a good deal worse off than before, as the March Hare had just upset the milk-jug into his plate. Alice did not wish to offend the Dormouse again, so she began very cautiously:

Keep Source Formatting - the text is pasted exactly as it was copied

Alice in Wonderland

'There's no such thing!' Alice was beginning very angrily, but the Hatter and the March Hare went 'Sh! sh!' and the Dormouse sulkily remarked, 'If you can't be civil, you'd better finish the story for yourself.' 'No, please go on!' Alice said very humbly; 'I won't interrupt again. I dare say there may be ONE.' 'One, indeed!' said the Dormouse indignantly. However, he consented to go on. 'And so these three little sisters—they were learning to draw, you know—' 'What did they draw?' said Alice, quite forgetting her promise. 'Treacle,' said the Dormouse, without considering at all this time. 'I want a clean cup,' interrupted the Hatter: 'let's all move one place on.'

He moved on as he spoke, and the Dormouse followed him: the March Hare moved into the Dormouse's place, and Alice rather unwillingly took the place of the **March Hare**. The Hatter was the only one who got any advantage from the change: and Alice was a good deal worse off than before, as the March Hare had just upset the milk-jug into his plate. Alice did not wish to offend the Dormouse again, so she began very cautiously:

Merge Formatting - the font style and size matches existing content but links and local formatting is retained

Alice in Wonderland

'There's no such thing!' Alice was beginning very angrily, but the Hatter and the March Hare went 'Sh! sh!' and the Dormouse sulkily remarked, 'If you can't be civil, you'd better finish the story for yourself.' 'No, please go on!' Alice said very humbly; 'I won't interrupt again. I dare say there may be ONE.' 'One, indeed!' said the Dormouse indignantly. However, he consented to go on. 'And so these three little sisters—they were learning to draw, you know—' 'What did they draw?' said Alice, quite forgetting her promise. 'Treacle,' said the Dormouse, without considering at all this time. 'I want a clean cup,' interrupted the Hatter: 'let's all move one place on.'

He moved on as he spoke, and the Dormouse followed him: the March Hare moved into the Dormouse's place, and Alice rather unwillingly took the place of the March Hare. The Hatter was the only one who got any advantage from the change: and Alice was a good deal worse off than before, as the March Hare had just upset the milk-jug into his plate. Alice did not wish to offend the Dormouse again, so she began very cautiously:

Keep Text Only - text is pasted as plain, unformatted text so all links and local formatting are removed