

## Application: Word – Paste Options

Everyone knows about **cut** and **paste** but most people only use it as a very basic tool. They are unaware of the huge power of **Paste Options** in Word.

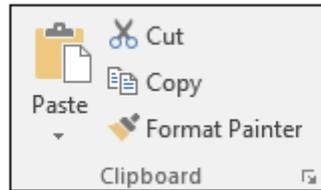
### How to find and apply Paste Options in Word

So you have copied your text and now you want to paste it in a different location. Place your cursor where you want to paste the text.

1. Right click with the mouse and click **Paste Options**.

or

2. Click the arrow underneath the **Paste** button from the **Clipboard** group on the **Home** tab.



You now are faced with a potentially bewildering set of options!

3. **Keep Source Formatting/Merge Formatting/Keep Text Only**

### Keep Source Formatting

Text that you have copied from another location will bring all its formatting with it – styles, fonts, attributes and more.

In other words, the copied text will look almost exactly as it did in the original location and may not match the surrounding text.

**Tip:** Not recommended unless you absolutely know what you are doing and are copying from the same document or another of your own documents. This is the default when you don't choose options.

### Merge Formatting

Text that you have copied from another location will try to match the formatting of the surrounding text.

The result of this sometimes looks like the **Text Only** option but the difference is that it will still bring in paragraph formatting such as automatic numbering and bullets. This could be useful if you are copying and pasting lists.

### Keep Text Only

Text that you have copied from another location will remove all the original formatting from the text.

This is probably the safest option for you to use, but if you are copying and pasting large chunks of text that has a lot of formatting you will need to reapply the formatting.

**Tip:** If you are copying automatically numbered and bulleted lists this will be very annoying because it will show the numbers and bullets as characters but will not retain the automatic feature.

### Which of the Paste Options in Word should I choose?

With all this somewhat confusing information, what is the best way to choose your **Paste Option**?

Well, Microsoft helps you by showing you what each option would look like when you hover over the option with the mouse. If in doubt, choose the **Keep Text Only** option and be prepared to reformat your text a little to tidy up.

