



Clearing Formatting in Word: Copy and Paste Options

In Word 2013 there are a couple of settings you can use to eliminate the need to constantly manually clear formatting which means you would only have to use the “Clear Formatting” keyboard commands (Alt + H, E) to clear formatting you were working with as you write and format new content.

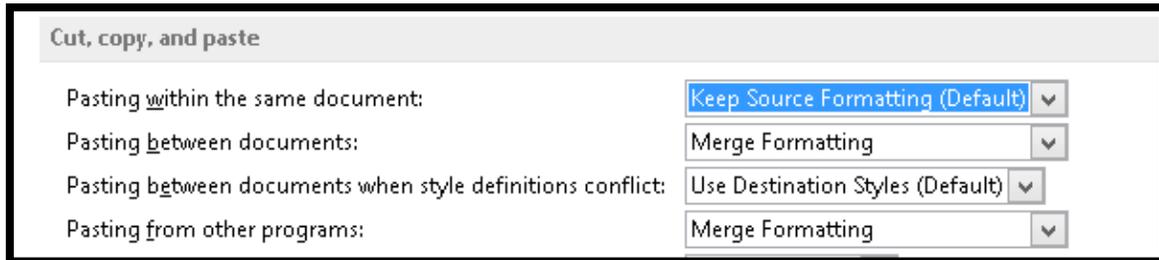


Figure 1 Cut, Copy and paste Options in Word 2013.

To set default copy and paste options:

1. Press Alt + F, T to open the File/Backstage area, Word Options dialog.
2. Choose the Advanced category.
3. Press Alt + W twice to move to and open the first of several copy and paste options.
 - a. Alt + W is used for a couple of different settings in this long list of settings.
4. The first copy and paste option is for “pasting within the same document.”
5. This is a list box of choices and the choices are to:
 - a. Keep source formatting.
 - b. Merge formatting
 - c. Keep text only.
6. If you are working in the same document, you might want to keep the source formatting because you just want to copy or paste the information somewhere else in the document.
 - a. You could also choose to merge formatting which would give you the same results in this instance.
 - b. Choose Keep text only if you want or need to reformat the text.
7. Press Tab to move to the setting for “Pasting between documents.” This is a list box with the same choices as above.



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- a. For pasting between documents, it is a good idea to keep text only so that you can use the formatting in the document you are working on and leave behind formatting you don't want
8. Press Tab to move to the "Pasting between documents when style definitions conflicts" settings. This option has a default setting to Match Destination Formatting.
 - a. This means that if you are copying information that has a Heading level 1 in blue and the Heading level 1 in your document is pink, the attributes for the Heading level 1 in your document are what will be applied .when the information is pasted into your document.
9. Press Tab to move to the "Pasting from other programs" Settings. This is a list box with the same choices of:
 - a. Keep source formatting.
 - b. Merge formatting.
 - c. Keep text only.
10. When you've made your choices, Tab to and activate the OK button.

These settings will help if you are revising documents and are bringing in text from other applications. This will also help if you are working with the Duxbury Braille Translation software as the formatting of your Word document should be more consistent and clean.

Find more how to documents on the [Karlen Communications Handouts](#) web page.