

# PASTING CONTENT FROM WORD

Our websites use consistent font sizes for body text and headlines. This gives our sites a professional feel and gives users a better experience when visiting different pages on our site. It can be jarring for people to encounter a page that looks very different from the one you were on previously.

Word document formatting can muck that all up. But, you can save your pages and your site's consistency by adding content from Word documents in one of the following ways.

Please note that you won't be able to copy images this way. You'll have to upload images separately from text. Please refer to the Web Design and Style guide for formatting your web text.

## PASTING AS PLAIN TEXT

We recommend that for basic content (just headings and paragraphs), you add content by pasting as plain text.

You can do so one of two ways.

1) Via the website:

- Copy your content.
- Click the Paste as Plain Text icon.
- Use the CTRL + V keys.
- Click the Paste button.



2) Right clicking:

- Copy your content.
- On the website, place your cursor where you want to add or insert your content.
- Use the right-hand button of your mouse and select Paste as Plain text.

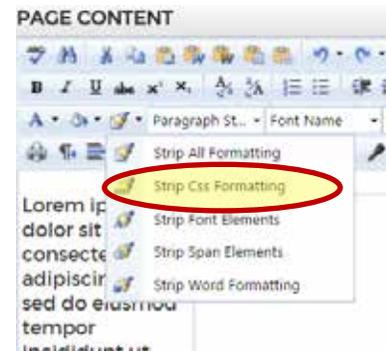
Note that you'll have to go through the text to add formatting, such as subhead styles, bold or italics, bullets, etc. If you have a lot of those items, you'll want to use the "Clean Up" method on the next page.

## "CLEAN UP" PASTING FROM WORD

When you have documents with more complex formatting, such as a lot of bullets, indents, headings etc. You'll likely want to paste directly from Word. It will look awful at first, but here's how to fix it:

- Copy your content
- In the website, use CTRL + V to paste your content in the Page Content area
- You likely got a message from the system asking "The content you are trying to paste has MS Word formatting. Would you like to clean it?" Click OK.
- Even though the system "cleaned it" the fonts and look don't match the rest of your site. To fix this, click on the "Stripper" tool (looks like a paint brush) and select "Strip Css Formatting."

This will preserve bullet and Word Heading formats. However, you will have to upload images and files separately. Save your page as hidden and review your content to ensure that it looks right.



**Note on subheads:** If you're using Word styles, such as Heading 1, Heading 2, etc. these will translate to the website, even after this clean-up process. However, Heading 1 will be too big. Change all your Heading 1 subheads to Heading 2, heading 2 to Heading 3, etc.