

Paste Options in Word

It may seem obvious but there are many different ways to paste in Word for different results. Obviously the first thing is to make sure the text/object/cell is Copied or Cut, then move the cursor to where you want to paste.

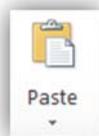
Paste

Pasting an object (like a picture) is simple and hasn't changed much through the versions. Pasting text give more options.

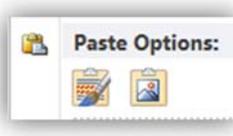
To Paste an object

Do one of the following;

- From the **Home** tab, in the **Clipboard** group, click the **Paste** icon ①.
- Right mouse click and under the **Paste Options**, choose the first or third icon. ②
- Use the Keyboard shortcut **Ctrl V**.
- If you have the Clipboard open ③, you can click on the "object" you want (probably the top one)



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To Paste text

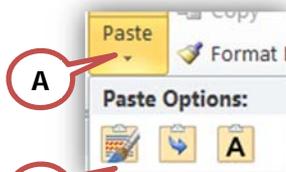
You can select text from the page or from an outside source. To paste this, do one of the following;

Pasting without options. These two alternatives will paste everything you copied including formatting..

- Use the Keyboard shortcut **Ctrl V**.
- If you have the **Clipboard** open ③, you can click on the "object" you want.
- From the **Home** tab, in the **Clipboard** group, click the **Paste** icon ①.

Pasting with options. These two alternatives will paste your selection and give you options about what and how to paste. See below for most common options.

- From the **Home** tab, in the **Clipboard** group,
 - Under the **Paste** icon ④, click the small arrow (A)
 - Choose an option icon (B)
- Right mouse click and under the **Paste Options** ⑤,
 - Choose an option icon (C)



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Paste Options

On the Paste button and the right mouse click Word gives you options depending on what you copied. Here are the most common paste options.

- i. Paste everything including formatting.
- ii. Merge Formatting.
- iii. Pastes the text only (No formatting).



Paste Special

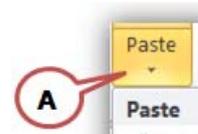
The **Paste Special** command allows you to copy text and paste it in a different format. This is ideal if you are pasting objects or text from another document or source.

You can also use the **Paste link**: object, to link text between documents.

To use Paste Special

Do one of the following;

- From the **Home** tab, in the **Clipboard** group,
 - Under the **Paste** icon, click the small arrow (**A**)
 - Choose **Paste Special**.



The Paste Special dialog box opens.

- Choose a function and click **OK**.

