BROWN

Add or Edit Content by Cut/Copy and Paste

Stephanie Obodda - 2024-04-27 - Comments (0) - Edit Content

Depending upon the source you're copying from, you may be pasting in hidden code that has the potential to adversely affect the display of your content.

The following recommendations will eliminate most of the issues with copying and pasting content.

Browser Choice

Use Chrome or Firefox.

Use the Proper text editing button

If you are copying text from **a Microsoft Word document**, you should following the following steps:

1. Copy from the Word file.

2. In the Page Content section of your new Page/News item, press the Paste from Word icon [icon] in the text editor.

3. In the pop-up window that opens, paste in your text and press Insert. This will clean up most of the hidden code used by Microsoft Word.

4. If any of your new text is highlighted after pasting, then some hidden code still remains. With your mouse, select the highlighted text and any spaces adjacent to it and press the Remove Formatting icon. [icon]

If you are copying text from **an existing web page**, you should following the following steps:

1. Copy the desired text.

2. In the Page Content section of your new Page/News item, press the Paste from Text icon [icon] in the text editor.

3. In the pop-up window that opens, paste in your text and press Insert. This will clean up most of the hidden code copied from the web page.

4. If any of your new text is highlighted after pasting, then some hidden code still remains. With your mouse, select the highlighted text and any spaces adjacent to it and press the Remove Formatting icon. [icon]