



# BROWN CIS IT Service Center

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## Cut/Copy and Paste Content

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### Cutting and Pasting Content

Content can be added to your page or article using the copy and paste function. However, depending upon the source you're copying from, you may be pasting in hidden code that has the potential to adversely affect your content display. The following recommendations aim to eliminate these potential formatting dangers when copying and pasting.

- Use one of the following browsers: Google Chrome or Mozilla Firefox.
-  Use the **Paste from Word** icon in the Body toolbar when copying text from a Microsoft Word document.
  - Copy text from the Word file.
  - In the Body toolbar of the page or article item you are editing, press the Paste from Word icon.
  - In the pop-up window that opens, paste your text and press "Insert" (for BrownSites 1.x) or "OK" (for BrownSites 2).
  - This will clean up most of the hidden code used by Microsoft Word.
  - If any of your new text is highlighted after pasting, then some hidden code still remains. Use your mouse to select the highlighted text and any spaces adjacent to it and press the Remove Format icon. 
-  Use the **Paste as plain text** icon when copying text from an existing web page.
  - Copy text from the existing web page.
  - In the Body of the page or article item you are editing, press the Paste as plain text icon.
  - In the pop-up window that opens, paste your text and press "Insert" or "OK."
  - If any of your new text is highlighted after pasting, then some hidden code still remains. Use your mouse to select the highlighted text and any spaces adjacent to it and press the Remove Format icon. 

Tags

Web Services