

How to clear the formatting of copied text

Have you ever copied a hunk of text that was overly-formatted? Italic, underlined, and written in some really strange looking font that's next to impossible to read!

Hi,

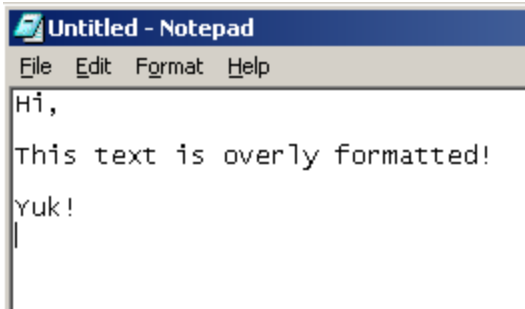
This text is overly formatted!

Yuk!

When you paste it into your word processor, chances are that it retains all those properties. Now, you could try to re-format the text back into something normal, but that can sometimes prove problematic.

A better way is to copy the text into Notepad and let it remove the formatting automatically. After you paste the text in, all you're left with is plain text than can be pasted into any word processing application.

Here is that text pasted into Windows Notepad:



There is another way as well.

Highlight and copy the text from a webpage or where ever you want to take it from.

Open your word document and right click mouse and select paste.

A funny looking box should appear - click on it to open and then click on the little carot on the right (drop down menu).

Choose one of the following options:

Keep source formatting (it will continue to look like the original)

Match destination formatting (appearance and type font will change to your new document formatting)

Keep Text Only (will be plain text - no formatting)