



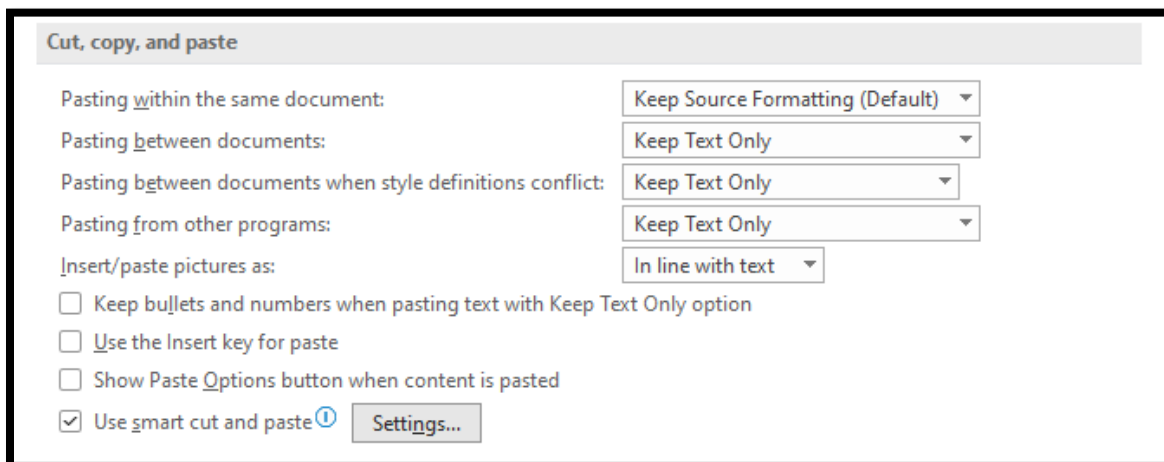
Cut, Copy, and Paste Options in Word

At first, this might seem to be a topic that doesn't have anything to do with accessibility. When content is repurposed, one of the most significant repair costs is the unwanted formatting of a document. This happens due to three causes:

- When text has been copied and pasted from another document, formatting was not removed, so unwanted formatting is now in your “good” document.
- When revising a document, formatting wasn't removed, and text was inadvertently given unwanted formatting.
- When formatting was added to a document, the text wasn't selected before the formatting was added. The document author forgot to turn off the formatting once the content had been added.

In Word, you can use a few advanced settings to eliminate the need to constantly manually clear formatting. You would only have to use the “Clear Formatting” keyboard commands to clear the formatting you were working with as you write and format new content.

Figure 1 The Cut, Copy and Paste settings area of the Advanced settings, Word Options dialog.



These settings apply to all documents, so some thought is necessary about how you work with content.



To set default copy and paste options:

1. Press Alt + F, T to open the File area, Word Options dialog, or click File, Options.
2. Press A for the Advanced category or click on it.
3. Press Alt + W twice to move to and open the first of several copy and paste settings.
 - a. Alt + W is used for a couple of different settings in this long list.
 - b. Using the mouse, scroll down to the Cut, Copy and Paste settings.
4. The first copy and paste option is for “Pasting within the same document.”
 - a. These are dropdown lists. Use Alt + Down Arrow from the keyboard or click on the list to open it.
 - b. Use Up or down Arrows followed by Enter to confirm your choice using the keyboard or click on your choice.
5. The choices are to:
 - a. A Keep source formatting.
 - b. Merge formatting
 - c. Keep text only.

If you are working on the same document, you might want to keep the source formatting because you want to copy or paste the information somewhere else in the document.

You could also choose to merge formatting, but you don’t necessarily want to merge formatting when thinking about all of the documents and content you might work with.

Choose “Keep text only” if you want or need to reformat the text.

Press Tab to move to the setting for “Pasting between documents.” This is a list box with the same choices as above.

For pasting between documents, it is a good idea to keep text only so that you can use the formatting in the document you are working on and leave behind formatting you don’t want

Press Tab to move to the “Pasting between documents when style definitions conflict” settings. This option has a default setting to Match Destination Formatting.

This means that if you are copying information with a Heading level 1 in blue and the Heading level 1 in your document is pink, the attributes for the Heading level 1 in your document will be applied when the information is pasted into your document.

Press Tab to move to the “Pasting from other programs” Settings. This is a list box with the same choices:

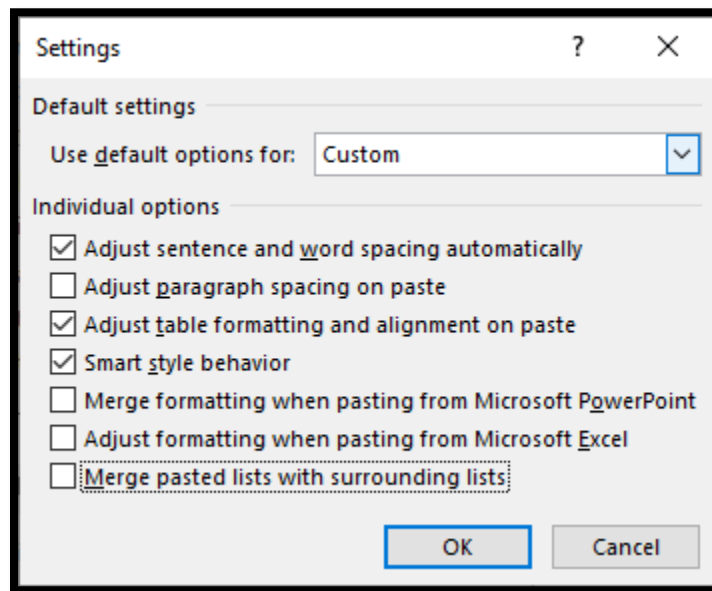


- Keep source formatting.
- Merge formatting.
- Keep text only.

Consider activating the Settings button in the “use smart copy and paste” settings (Alt N, then Enter or click on the Settings button if the “Use smart copy and paste checkbox is checked).

Use Tab to move through the settings and Spacebar to check or uncheck the ones you want.

Figure 2 Use smart copy and paste "Settings" dialog in Word Options, Advanced category.



The three settings you might want to uncheck are:

- “Merge formatting when pasting from Microsoft Powerpoint.”
- Adjust formatting when pasting from Microsoft Excel.”
- “Merge pasted list with surrounding lists.”

These settings will help if you revise documents and bring in text from other applications. This will also help if you are working with the Duxbury Braille Translation software, as the formatting of your Word document should be more consistent and cleaner.

Other Options to Clear Formatting

There are a couple of other ways to clear unwanted formatting:

1. Select the text in a document and press Alt +H, E for Clear Formatting or click on the Eraser button in the Home Ribbon.



2. Place the cursor where you want to paste content, press the AppKey or right mouse click, and choose "Keep Text Only" from the paste Options Toolbar.

Figure 3 Paste Options Toolbar shows the "Text Only" option, which is usually the last item to the right unless you have the option to "Paste as Picture".



If all else fails, paste the text into a text editor such as NotePad. This doesn't always work with bulleted or numbered lists, but it will eliminate other formatting.

I've used Footnotes in these tutorials so that if the document is printed, people can read the long web address. This is a workaround that you can use in documents where you can add Footnotes.

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