



Tips to Paste from Word

Minimizing Formatting Issues When Copying from Microsoft Word

Microsoft Word uses proprietary formatting code that may not transfer correctly when content is pasted into other systems (such as CU PolicyPro or RecoveryPro). This can lead to formatting inconsistencies that can be difficult to fix.

To help reduce these issues, follow the steps below when copying and pasting content from Word. Keep in mind that some manual reformatting may still be necessary after pasting.

Common Keystroke Shortcuts for Copying and Pasting

- Copy: Ctrl + C
- Paste: Ctrl + V
- Paste as Plain Text: Ctrl + Shift + V

Note: If the formatting in your Word document is minimal, you might be able to skip some of the steps. However, for best results, we recommend following all steps in order.

Step 1: Prepare the Word Document for Copying

Before copying your content, make the following adjustments in Word to minimize formatting issues:

- Align all text to the left margin
- Remove extra blank lines between paragraphs or list items
- Eliminate all headings and other styled text (e.g., Heading 1, Title)
- Delete the Table of Contents

Tip: If your document is long enough to need a table of contents, consider breaking it into smaller sections.

- Remove any headers and footers

Step 2: Paste as Plain Text or Remove Formatting After Pasting

Note: These instructions apply to all content except tables. See the "**Move Tables Separately**" section for guidance on pasting tables.

The formatting of the text in Word can carry over to the CU PolicyPro/RecoveryPro editor. This means the pasted text may retain the original Word font style and size, which may not match the default settings in CU PolicyPro or RecoveryPro.

You have two options:

Option A: Paste as Plain Text

- Copy the content from the Word document (Ctrl + C)
- Paste into the system using Ctrl + Shift + V

Option B: Paste Then Remove Formatting

- Copy the content from the Word document (Ctrl + C)
- Paste it into the system using Ctrl + V
- Highlight all the newly pasted content
- Click the "Remove Format" icon in the system's toolbar



Step 3: Move Tables Separately

To avoid formatting issues, we recommend handling tables separately from surrounding text.

You have two options:

Option A:

- Copy and paste the text that appears before and after the table.
- Then, copy and paste the table on its own using Ctrl + V.

Option B:

- Temporarily remove the table from the Word document.
- Copy and paste the remaining text using the instructions above.
- Restore the table in the Word document, then copy and paste it separately using Ctrl + V.

Step 4: Reformat as Needed

After pasting text into CU PolicyPro or RecoveryPro, you may need to manually reapply or adjust some formatting:

If you used Paste as Plain Text, formatting such as bold, italic, and underline will need to be reapplied.

More complex formatting may also require adjustments, including:

- Paragraph indentation or spacing
- Left margin indents
- Blank lines between list items
- Numbered lists with non-numbered text between items
- Headers and footers
- Table of contents
- Tables

Need Help?

Even when following these steps, formatting issues may still occur. If you run into trouble, don't hesitate to contact our support team—we're here to help!

Email 360support@infosight360.com or call 800-262-6285 x310.