

Some of the text that you may want to paste into text areas can already be formatted from its source. For example, when you paste text from a Word document, it usually has some basic formatting applied to it. By default, the editor recognizes and keeps the formatting when you paste the text.

The toolbar allows you to paste text in three different ways:

- [Pasting text while preserving formatting](#) - use this method to paste an already formatted text and keep its formatting.
- [Pasting text from Microsoft Word](#) - use this method if you want to paste text from a Word document and preserve its formatting.
- [Pasting text without preserving formatting](#) - use this method if you want to leave formatting out of an already formatted text.




If you need to remove formatting from text that you already pasted in the editor, refer to [Removing text formatting](#).

Pasting text while preserving formatting

1. **Copy** or **Cut** the text that you want to **Paste**.
2. Click with your left mouse button where in a text area you want to paste the text.
3. Press the **CTRL + V** buttons on your keyboard. Note that you can also use the dedicated **Paste** button on the editor and paste the text inside it.
4. (Optional) Confirm the **Paste** dialog by pressing **OK**.


The system pastes the text and preserves its formatting, if it had any.

Pasting text from Microsoft Word

1. **Copy** or **Cut** the text that you want to **Paste** from a Word document.
2. Click with your left mouse button where in a text area you want to paste the text.
3. Press the **CTRL + V** buttons on your keyboard. Note that you can also use the dedicated **Paste from Word**  button on the editor and paste the text inside it.
4. (Optional) Confirm the **Paste** dialog by pressing **OK**.

The system pastes the text and preserves its formatting, if it had any.

Pasting text without preserving formatting

1. **Copy** or **Cut** the text that you want to **Paste**.
2. Click with your left mouse button where in a text area you want to paste the text.
3. Click the **Paste as plain text**  button on the toolbar. A **Paste as Plain Text** dialog appears.
4. Paste the text in the **Paste as plain text** dialog using **CTRL + V**.
5. Confirm by pressing **OK**.

The system pastes the text and removes its formatting.