

## Change Word's Default Paste Settings

By default, Word retains the source formatting when you paste content. That is fine when you are pasting from a document that is using similar formatting. But if you paste from an old proposal, the internet, or other foreign sources you bring in their styles and formatting into your document. You can't be quite sure how the original style was created. You can choose the "Keep Text Only" command from the Smart Paste menu, but if you do this often or you want to ensure that your writers always paste using the Keep Text Only version most of the time, you can change Word's default. As you can see by the image below, you can set a different option for various types of sources.

- 1 Click the Microsoft Office Button in 2007 or the File Tab in 2010
- 2 Select Options
- 3 Select the Advanced Pane
- 4 In the Cut, Copy, and Paste section, choose the appropriate setting from the pasting options.
- 5 Click OK

