

Befriending the Big Hairy Beast - Tip No. 37

Transferring Text Between Documents

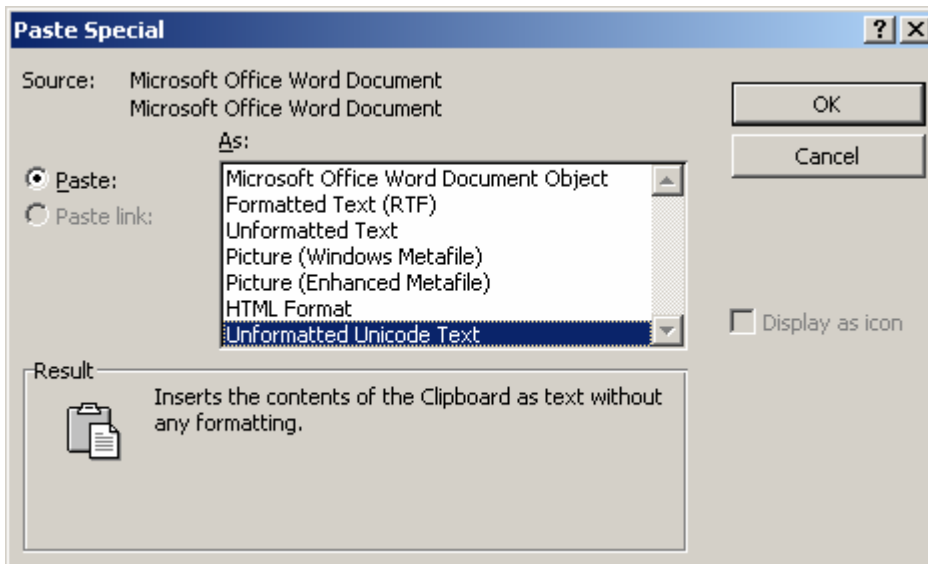
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Moving text between different Microsoft Word documents can be tricky when there is a difference in formatting. Thankfully, Microsoft took this into account when developing their software.

Transfer text between Word documents:

1. Open the Word document you want to copy text from.
2. Highlight the text to be copied.
3. Click on the **Edit** menu, and select **Copy**.
4. Open the Word document where you want to add the text.
5. Click in the spot where you want the text inserted.
6. Click on the **Edit** menu, and select **Paste Special**.
7. Select **Unformatted Unicode Text** in the Paste Special dialog box.



8. Click the **OK** button.

The text is inserted using the current document's styles rather than bringing over the original document's style. No fuss. No mess.

***Note:** This tip also works for text being transferred from a .txt (text) file.*

This tip was tested using Microsoft Word 2003.

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