

# Understanding formatted text/images in Copy/Paste

Open Microsoft Edge and go to <http://euroscug.org/windows-10/>

Copy the following text from that page in your browser to the Windows Clipboard by selecting it > Ctrl C

Here are some articles about Windows 10 to help you understand and use it, and some Hints & Tips.

If members have any questions, post a message on our Forum or send an email to [euroscug@gmail.com](mailto:euroscug@gmail.com).

## Windows 10 Articles

Click on an article to view the PDF file.

### The Windows clipboard now contains the text wrapped in Hypertext Markup Language (HTML)

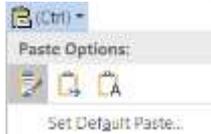
```
</p><p><strong>Here are some articles about Windows 10 to help you understand and use it, and some Hints & Tips.<br /></strong></p><p>If members have any questions, post a message on our <a href="https://groups.google.com/forum/?fromgroups#!forum/euroscug" target="_blank">Forum</a> or send an email to <a href="mailto:euroscug@gmail.com" target="_blank">euroscug@gmail.com</a>.</p><h3>Windows 10 Articles</h3><p>Click on an article to view the PDF file
```

Formatted text copied from Emails and Office documents can be wrapped in either HTML or *Extensible Markup Language (XML)*. For example Microsoft Office and Open Office use XML, which looks like this:

```
<w:lang w:eastAsia="en-AU"/></w:rPr><w:t>Here are some articles about Windows 10 to help you understand and use it, and some Hints & Tips.</w:t></w:r></w:p><w:p w:rsidR="00D47F94" w:rsidRPr="00D47F94" w:rsidRDefault="00D47F94" w:rsidP="00231C02"><w:pPr><w:shd w:val="clear" w:color="auto" w:fill="FFFFFF" w:szCs w:val="23"/><w:lang w:eastAsia="en-AU"/></w:rPr><w:t>If members have any questions, post a message on our </w:t></w:r><w:hyperlink r:id="rld4" w:anchor="!forum/euroscug" w:tgtFrame="_blank" w:history="1"> ...
```

When pasting this gobbledygook into various apps, strange things can happen. Word processing and email apps give you pasting options then do their best to format the text as you have specified. Note that we are dealing only with text at this point, not images

Microsoft Office gives three options when you paste using Ctrl C or the Paste option on the Home menu:



The 3 options are: *Keep source formatting*, *Merge formatting*, *Keep text only*. Hovering over the three options previews what the text will look like. Here are the different results:

### Using *Keep source formatting*

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## **Windows 10 Articles**

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## Using *Merge formatting*

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## Using *Keep text only*

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## A simple way to strip all text formatting

Copy the text

Start Notepad

Paste (Ctrl C)

Select All (Ctrl A) > Copy (Ctrl C)

Go to the document/email/whatever where you want to paste it – Ctrl V

## What about images?

### Some “text” you see isn’t text

In Edge open [euroscug.org](http://euroscug.org)

Right click on the *Contact* image and Copy



This is actually an image, not text. You can **convert** it to text using **Optical Character Recognition (OCR)**.

Microsoft *One Note* can do this (Desktop version only, not the Windows 10 store app). If you have Microsoft Office, you have this. If you don’t have Microsoft Office, you can install *One Note* Desktop from

<http://www.onenote.com/download> - ignore the message at the top, under “Also available on” click on “Windows desktop”.



Open *One Note* > Paste (Ctrl V), right click on the image > *Copy text from picture*.

Open Notepad (or Word or Email) > Paste (Ctrl V)

Some images, such as the one above, can be copied, some (usually with copyright) cannot – you have to “snip” those. Be aware that if you copy an image then paste it in your Email or document, a link to the image owner’s web site is included as HTML and is pasted into your document. The best way to copy an image is to snip it, then no wrapping is included. To snip something from a web page in Edge browser is very easy: click the *Web note* icon, then *snipping* icon, select the area to copy. It’s then on your clipboard ready to be pasted.

