Control the formatting when you paste text

In Word, you can choose to paste text using the formatting of the source, destination, or just pure text. If you always want one of the options, set it as the default for pasted text.

Set default paste options

By default, Word preserves the original formatting when you paste content into a document using CTRL+V, the Paste button, or right-click + Paste. To change the default, follow these steps.

1. Go to File > Options > Advanced.
2. Under Cut, copy, and paste, select the down arrow for the setting to change.

- Pasting within the same document   When you paste content into the same document from which you copied the content.
- Pasting between documents   When you paste content that was copied from another Word document.
- Pasting between documents when style definitions conflict   When you paste content that was copied from another Word document, and the style that is assigned to the copied text is defined differently in the document where the text is being pasted.
- Pasting from other programs   When you paste content that was copied from another program, such as a browser.

3. Each setting has options you can set:

   - Keep Source Formatting
   - Merge Formatting
   - Keep Text Only

   For more info on these options, see Get the look you want.

4. Select OK.

Notes:

- You can also select Set Default Paste from the Paste Options menu.

Change options when pasting content

When you copy content from a formatted source, such as a webpage or another Word document, you can select options at the time you paste it into your document.

1. Click or tap where you want to paste the content.
2. Press CTRL + V and then select **Paste Options**.
3. Hover over the buttons for a live review.

4. Select the paste option to use.

   - Turn on the Paste Options button
   - Get the look you want
   - Paste items from a bulleted or numbered list