

## Copy from a Word Document or Outlook Email

When you copy from a Microsoft Word document and paste that into the online editor tool, Word adds extra HTML code, which can cause the formatting to change.

When pasting from a Word document, use the "paste from word" feature of the editor. (its the icon of a clipboard with the "W" on it....)



Doing so will allow the editor to use the default font, size and color for consistency.