

**A PRIMER ON COPYING TEXT FROM WEB PAGES, WHILE AVOIDING THE FORMATTING THAT  
USUALLY COMES ALONG FOR THE RIDE.**

**Paste Special** is a feature that gives you more control of how the content is displayed or functions when pasted from the clipboard. **Paste special** is typically found in Office Suites such as Microsoft Office and OpenOffice, and is very commonly used in Word, Excel, Writer, and Calc to provide special formatting or calculations when pasting content into a document.

In new versions of Microsoft Office, when pasting text a paste box will appear in the bottom corner of the pasted text, as shown in the picture to the right.

Clicking this box or pressing the Ctrl key will open the Paste Options for that text. Among these options you'll

have the choice to Keep Source formatting, Merge formatting, and Keep Text Only. The last option will only paste the text without any formatting content into a document. ***This last choice is how to get rid of those little circles you often get when pasting.***



For example, text copied from a Web page often retains much or all of the HTML formatting, which may not match the colors, fonts, or other text formatting being used in the document. By using Paste Special, you can choose to paste unformatted text (doesn't have a different font, isn't bold, doesn't contain links, etc.).

In new versions of Microsoft Office when pasting text a paste box will appear in the bottom corner of the pasted text, as shown in the picture to the right. Clicking this box or pressing the Ctrl key will open the Paste Options for that text. In these options you'll have the option to Keep Source formatting (K), Merge formatting (M), and Keep Text Only (T) that will only paste the text without any formatting.

This option will only present itself immediately after you paste, and will go away if you type anything. Even if you use undo it will still be gone.

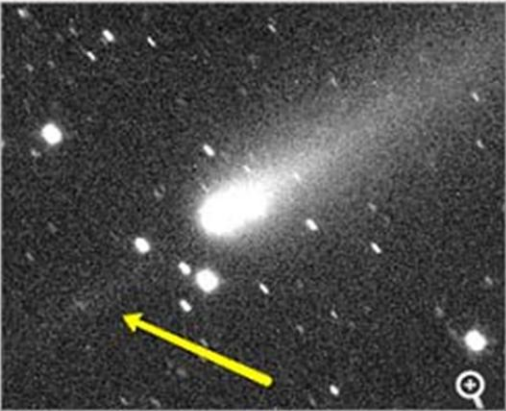
Copying a 'picture' as the one above requires knowing what it actually is. Some graphics are pictures and others are inseparable from the text, and will be selected along with the text. For graphics that are right-clickable you

may bring them along with a right click, then paste just the graphic into your document. Some graphics or pictures are copy protected.

**Finally, here is how to copy and paste, as a review: (notice that the original formatting came along from the web page I copied it from) Look at the text below the image**

### How to copy text from a web page

To copy text from a web page, find the beginning of the text you want to copy. Press and hold the left mouse button, then drag the mouse from the top left to the bottom right of the entire selection of text you wish to copy.



**THE GIST**

- Analyzing photographs of a comet taken by student Hannah Blyth, astronomers quickly realized the object had broken apart.
- During her summer placement, Blyth worked with the Faulkes Telescope Project team to help find over 20 previously unknown asteroids.

It's an event that any professional astronomer would consider to be a once in a lifetime discovery. But for one 18-year old British student, witnessing the fragmentation of a comet she was studying became the highlight of a summer work experience program using the multi-million pound (dollar) Faulkes Telescope Project (part of the Las Cumbres Observatory Global Telescope Network).

But that was just the icing on the cake; Hannah Blyth of St Johns College, Cardiff, also assisted in the discovery of over 20 previously unknown asteroids, two of which she discovered herself.

**PHOTOS: 6 Intimate Comet Encounters**

Image of Comet 213P Van Ness taken by Hannah Blyth, processed by N. Howes, E. Guido and G. Sostero showing the fragmentation event and also the clear "anti-tail" detected in the Faulkes Telescope images. [Click to enlarge this image.](#)  
Credit: LCOGT

The text will be highlighted, to show you what all you have selected, as shown above.

To copy the text, on your keyboard, press the keyboard shortcut **CTRL+C** or right-click the highlighted text and click **Copy**.

To paste the text in a blank or existing document ([Notepad](#), [Microsoft Word](#), etc.), on your keyboard, press the keyboard shortcut **CTRL+V** or right-click where you wish to paste the text and click **Paste**.

The text will be copied from the web page to the new or existing document. From there, you can change the formatting of the text (bold, italics, font color or size, etc.)

For copying graphics in general (or pictures) usually using the right click will work. Sometimes if that is disabled, for copyright or other reasons, you can still 'take' the picture.

On the issue of taking something that is protected, or even if not protected the legality of doing so is clear. If you only use for your own use, there is no problem. If you put it in a blog, or document you are using for distribution to others it will probably be illegal. If sending it to someone via email, or even putting it on your Facebook page, be careful. Most likely that will be OK.

So, let's say you see a picture on the web, and want to copy it. The steps to doing that are as follows:

Right click the image

Using the context menu box select **Save Image as...** or **Copy Image**.

If saving you will need to specify a folder to save it in. A window will open in which you can specify where to save the image. I use a folder on my desktop, called "downloads" Create that folder before you need it.

If copying you will need to paste it into a viewer, such as IrfanView. From there you can adjust it and then save it using the File menu. You will then see the choices, including **Save as...** Choose your location, which for temporary use could be directly on your desktop.

