At some point every user will want to paste text into a page and many times that content is first created in a Word document. When you copy and paste text from a Word document to a page on the web, Word does its best to make the text that you place on the web to look exactly as it does in the Word document.

The result is text that resists the users attempt to make it match the rest of the content on the page or site. Here is how you solve that problem:

1. Copy text you want to add to your page
2. Choose the Paste as Plain Text Icon from the toolbar.
3. In Internet Explorer the text currently stored on your Clipboard will appear in the Body Copy section.
4. In Chrome and Firefox, the Ingeniux Smart Paste window will appear. Using the CTRL+V keyboard short cut, paste the content into this window.
5. Once the content is in place, click the Insert button. The content will appear in the Body Copy section.
6. You now have clean, unformatted text to work with inside the CMS.