

# Copy Screen Text into Any Application

By Dick Evans

Copy text that is on the screen from an application window and even from a Web site is as easy as selecting it and then right-click > Copy (or Ctrl+C). However, when copying you get the text plus all the formatting that might be hidden behind the text. That is the program code causing a particular font, size, or color; even the code turning the text into a link to a web site or email.

Pasting into another application will cause that hidden code to come across as well. This could have undesired results. In Microsoft Word, you can open the Paste Options smart tag that appears and select Keep Text Only, but what about other applications?

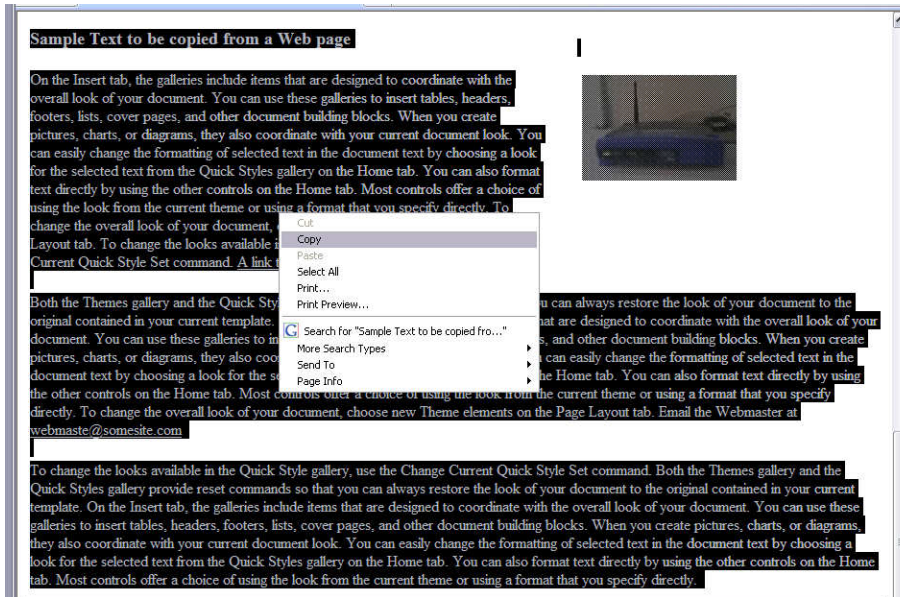
1. Open the following site: [www.ric.edu/revans/cis351/pictures](http://www.ric.edu/revans/cis351/pictures), and then scroll down to locate the text.



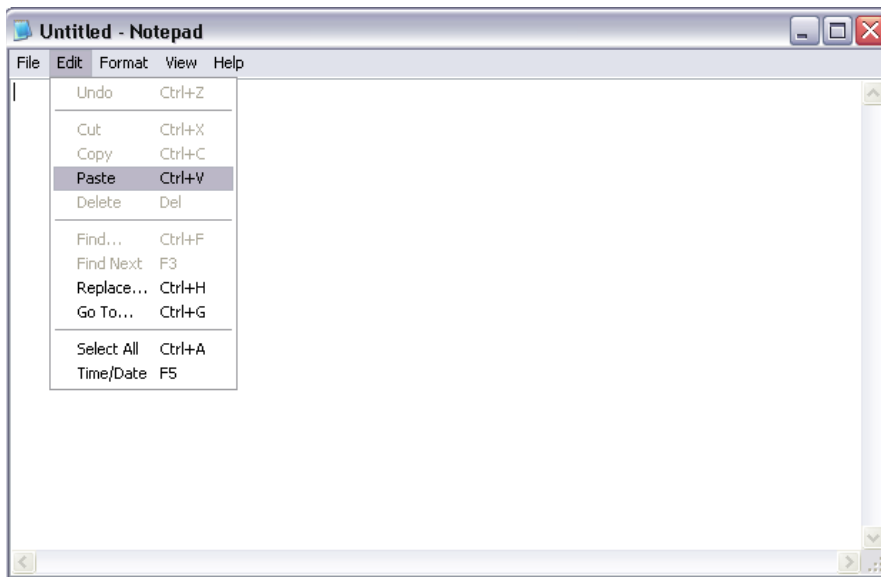
## **Sample** Text to be copied from a Web page

On the Insert tab, the galleries include items that are designed to coordinate with the

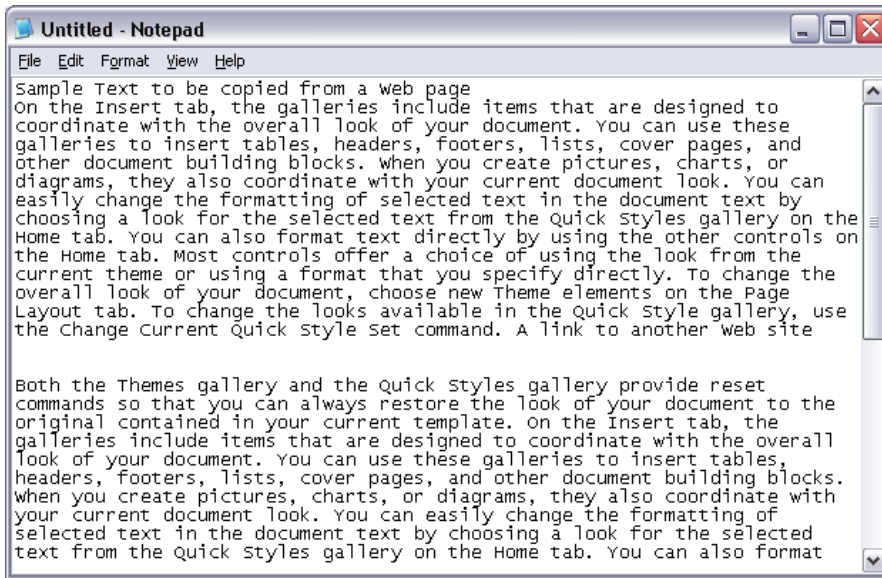
2. Using the "shift click" method, select the text to be copied. (click before the first word to the copied, or select it, and then hold down the shift key and click after the last word, scrolling down the page if necessary).



3. Right-click > Copy (or Ctrl+C) to copy the selection to the Windows clipboard.



4. Open a plain text editor such as Windows Notepad. (Win+R, type notepad, press enter).
5. Edit > Paste (or Ctrl+V) to copy only the text of the copied material. The hidden code is ignored by the plain text editor.



6. Edit > Select All (or Ctrl+A), and then Edit > Copy (or Ctrl+C) to copy the text only into the Windows clipboard replacing the formatted text.
7. Open the receiving application and paste.