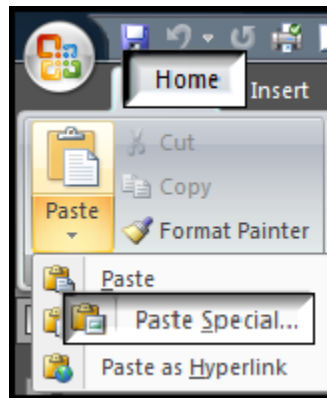


HOW TO: USE THE PASTE SPECIAL FEATURE:

Purpose: When you copy text from one document to another, you often do not want the formatting from the second document to paste into the original document. Use the **Paste Special** feature to copy only the text and not the formatting.

1. Highlight and copy the required text.
2. Click to the place in the document where you wish to paste the text. At the **Home** Tab, click the **Paste** icon. Using the down arrow under **Paste**, navigate to and click **Paste Special**.



3. At the **Paste Special** dialog box, choose **Unformatted Text**. Click **OK**.

