

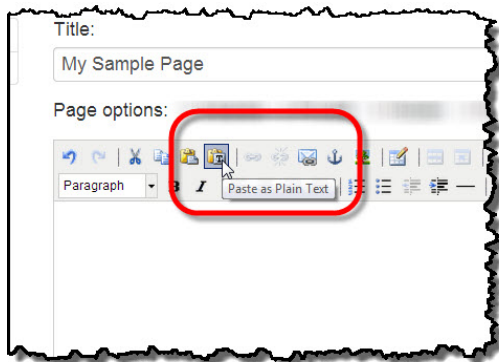


Paste as Plain Text

Architeck allows you to copy text from another source and paste it into your web page. When you copy text from Microsoft Word, Google Docs or other programs, the formatting code that is embedded in it can make the text look somewhat distorted and can even make parts of your text appear as symbols once your page has been published.

Though Architeck has measures in place to fix the majority of these problems automatically, pasting as plain text is a step you can take to guarantee the successful transition of text from an external source to your Architeck page.

Highlight the text in your document. Copy the text by doing a right-click and selecting copy. When looking at your Architeck page, click where you want to paste your text.



In the Editor Window toolbar, select the **Paste as Plain Text** icon.

A new window opens center screen. You must now hold down the Control key and press **v (Ctrl + v)** to paste your text. After you paste the text in, select **“Insert.”**

You can now highlight your text and format it the way you would like it to appear on your screen. Be sure to select **“Publish”** to save your changes.

