How SuperPaste Works

Background

SuperPaste is a tool to help users get existing content into a new Word template in a safe and efficient way. To get the best out of it, it is important to understand the basis of the SuperPaste function, including **Core Styles.**

Core Styles

The SuperPaste function centres around the concept that typically, report or proposal templates have a core set of styles, on which they are based. For example:

- Heading styles

- Bullet and number lists

- Table Styles

- Caption and callout text styles

You can see the set of core styles which form the basis of the SuperPaste function by clicking on the Core Styles button on the SuperPaste tab.

When you SuperPaste content into your new document template, the content inserted will only ever be set to one of these styles. Which one is determined by an analysis of the source material to determine the most appropriate style to use for each paragraph.

Mapping of core styles

If you are using a CheckPoint Enhanced template, SuperPaste will already know the mapping of core styles, to the styles available in the template.

For standard Word templates, you can set up this mapping manually by clicking on the Core Styles button on the SuperPaste ribbon. Within the dialog box that appears, you can set up the mapping of each of the core styles to any of the styles available in the active document template.

For more details see the **Setting up SuperPaste Core Styles** document.

Analysis of source content

SuperPaste works by analysing the source content that has been copied and determining which of the core styles should be applied to each paragraph in the target document.

It uses a number of techniques to determine this, and uses them in the order of their likely reliability in correctly determining the right core style to assign.

For example, source content that is in a properly designed template, with outline levels, styles and lists set up correctly, will enable SuperPaste to use very reliable information to determine the correct style to apply in the target document. This is likely to result in a very accurate transfer.

If there is very little information to go on, then SuperPaste needs to resort to less reliable methods in order to try and determine what the content is and how to assign styles to it. The key thing is, that if SuperPaste cannot determine what style to apply, it resorts to the Core Body Text style, so it is safe – it will never bring a style in from the source. If SuperPaste does make in incorrect assessment, this is normally something like placing a bullet at the wrong level, which is easily fixed by reviewing the content after pasting.