



Overview

What is SuperPaste?

SuperPaste is an Add-in to Microsoft Word, that allows you to bring existing content into your new document templates, in a safe and efficient way, automatically re-formatting content using the styles of the target document template.

Automating this process will save hours of time that would be spent re-formatting content. It will also lead to more consistent and stable documents, as it is inherently safe and ensures that all content brought into the target document will only ever be in one of the approved styles for that template.

The problem that SuperPaste solves

You've got a nice new template for your documentation, with all your styles and branding set up as you want it. You may even have one of our enhanced templates with a customised ribbon, that locks down the styles so that nobody can mess them up, and gives users easy access to the styles that they should be using.

This is fine all the time users are just creating new content in the target template. But inevitably, they will also want to take existing content from existing documents, and paste it into their new document. This is where the trouble starts!

Getting existing content into a new document template

Unfortunately, the available Word mechanisms for getting this content into your new document template are distinctly limited.

Current Best Practice – Paste unformatted text

If you employ best practice, you will paste the content in as unformatted text and then apply the appropriate styles. This can be very time consuming, especially if you need to replicate a lot of direct formatting, such as bold, italics or highlighting from the original content. But, it is the only safe way of bringing existing content into your new document template.

Pasting as unformatted text will ensure that no styles are imported into the target document and no unwanted metadata, language settings, header/footer content, etc. The downside of using unformatted text is:

- Can't paste anything other than text – graphics need to be handled separately
- Table structures disappear – just pastes the text content of all the cells
- Document structure is lost (headings, bullets, number lists, etc.)
- Direct formatting is lost (Bold, underline, italics, highlighting, etc.)
- Other information such as comments and track changes are also lost and have to be managed separately

This makes it very time consuming to use, and tends to push inexperienced users to use Words built in copy and paste mechanisms.



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Words built-in cut and paste mechanisms

If you make use of Words built in mechanisms for copying and pasting, you will inevitably end up corrupting your new document. Blindly using CTRL-C and CTRL-V will corrupt your new document with all sorts of unwanted styles and metadata and can even make your document unstable. And, of course, you will still have to re-apply the styles from your new template to the content you have pasted in anyway.

Some of the reasons for not using the standard Word copy and paste functions are:

- It's not safe – corrupted information / metadata can be passed into your new document (particularly when copying pictures)
- Styles used within the pasted content will be copied into the target document
- Styles within the target document can be corrupted
- Table could be copied into the target document
- Other paragraph specific settings, such as language, can be brought across from the source document
- Appropriate styles within the target document still need to be applied manually

What does SuperPaste give you?

SuperPaste provides a mechanism whereby users can 'paste' content into their target template safely and without bringing any styles across from the source.

Using SuperPaste to bring content into your document means:

- Content structure is maintained; headings, bullets, tables, etc. are all re-formatted using the styles of the target template.
- Direct formatting such as the use of bold, italics and highlighting are replicated in the target document.
- Comments from the source document are also mirrored in the target document.
- Cross-References are highlighted to allow the user to re-create these links in the target document
- Track changes from the source can also be replicated in the target document



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Limitations

SuperPaste is a tool that helps users get existing content into a new document template, quickly and safely. It will not always get everything right, but it will give you a great starting point, as all of the content placed into the target document will only ever contain approved styles from the new template. If SuperPaste is unable to determine what style should be applied to a paragraph from its analysis of the source content, it reverts to the Body Text style of the target template.

There are some things that SuperPaste can't do.

Floating graphics / objects can't be brought across automatically. The SuperPaste function will however place comments in the target document to show where floating objects were anchored in the source document. These objects will need to be brought across manually if required.

SuperPaste cannot replicate **merged cells within tables**, so these need to be re-applied manually after the table has been replicated in the target document. Again, SuperPaste will apply a comment to tables that contained merged cells in the source, to allow users to identify tables that need attention.

Inline graphics (and optionally objects) are brought across from the source automatically.

If the SuperPaste function encounters content in the source that it doesn't know how to handle, it will default to the standard Body Text style, setup in the target template.