Using SuperPaste with an Enhanced Template

Enhanced templates automatically share their core styles with SuperPaste, so there is no need for you to set them up.

- Open the document you want to paste content into

- Open the document that contains the content you need

- Copy the content in the normal way

- Switch back to the target document and click on the **SuperPaste** button on the far left of the ribbon

- That's it !

Using SuperPaste with a standard template

To use SuperPaste with a standard Word template, you need to set up the Core Styles that you want SuperPaste to apply when pasting content into document created with that template. To do this, click on **Core Styles**. There is a separate document that explains how to do this – **Setting up SuperPaste Core Styles.**

Once you have setup the core styles for your template, you can use SuperPaste in the same way as with an enhanced template, described above. If you want to check the core styles that have been setup are present in the target document, click on **Core Styles** and then **Validate**.

To paste content:

- Copy the content from the source document in the normal way

- Switch to the target document and click on the **SuperPaste** button on the far left of the ribbon

Allow SuperPaste to run

It can take some time for SuperPaste to do it's stuff, depending on how much content you have copied and other factors, such as how much direct formatting (bold, italic, highlighting) there is to replicate and whether track changes need to be retained.

Do not click on anything whilst the SuperPaste process is running. This could change the active document and result in an error occurring. Wait for the SuperPaste progress dialog to disappear.

During the SuperPaste process, Word will be flicking between documents, particularly when extracting graphics. Don't worry about this – it is normal.

After SuperPasting

Scan through the original content verses the pasted content to check that everything is as it should be. The SuperPaste process is designed to do as much as possible to get your content into the target template flawlessly, but sometimes the information required for SuperPaste to make it's judgement just doesn't exist in the source material, so it can never be a perfect process.

What you can be sure of, is that it will only ever apply a style that is approved for use in the target document. If it doesn't know what style to apply, it will use the core Body Text style.

Floating objects

Where SuperPaste finds floating objects in the source content, it will put placeholders into the target in order to show you where these were, so that they can be brought across manually if required.

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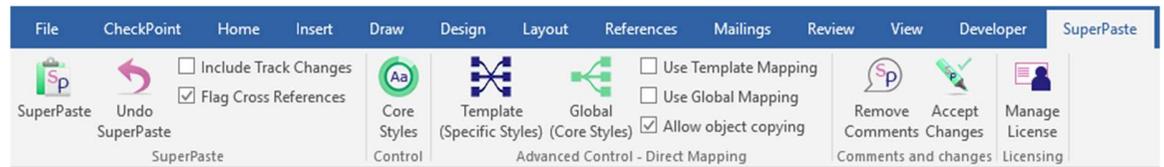
Tables with merged cells

Whilst SuperPaste will replicate tables in the core Table Style of the target template, it cannot replicate merged cells from the source table. Again, SuperPaste will highlight any such tables with a comment, allowing you to apply the merged cells manually.

SuperPaste functionality and optional behaviour

Cross References

SuperPaste can optionally place comments in the target document to indicate where any Cross References were located in the source, allowing you to replicate them in the target document if required. To do this, tick the **Flag Cross References** checkbox, located toward the left hand side of the SuperPaste ribbon.

Track changes

If you want to retain track changes from the source document, make sure the **Include Track Changes** checkbox is ticked. This is located toward the left hand side of the SuperPaste ribbon.

Copying Inline Objects

Ordinarily, inline objects other than pictures, will not automatically be replicated in the target document. Instead, comments will be placed in the target document to indicate where they were present in the source content, leaving it to the user to copy them across manually if required.

This is because there is the potential to bring across unwanted metadata, which may corrupt the target document. However, it can be really useful to replicate these objects automatically, so if you are pretty sure of the provenance of your source material, you have the option to tick the **Allow Object Copying** checkbox, and allow SuperPaste to do this for you.

Removing SuperPaste comments

When running the SuperPaste process, there are a number of circumstances where Comments are inserted into the target document to indicate various things, such as:

- the presence of floating objects in the source
- tables where cells were merged in the source
- location of cross references

These can be deleted individually. However, if for example, you don't want to know where the cross references are, and want to get rid of all the comments, just click the **Remove Comments** button on the SuperPaste ribbon and they will all be removed.

Accepting changes to the content made by SuperPaste

Sometimes, SuperPaste will determine that elements of the content placed in the target document will need to change.

A good example of this, is where a paragraph starts with a number, and SuperPaste has also determined that this is part of a list. SuperPaste will assign the core numbered list style to the paragraph and also remove the number from the beginning of the paragraph, as it is now present as a result of the automatic numbering.

Obviously, there are going to be occasions where this is not the correct thing to do. So, SuperPaste tracks all of these changes in order that they can be undone easily. These changes can then be accepted or rejected on a case by case basis.

However, if after a scan though the document, you determine that all of the changes made by SuperPaste are sensible, you can click on the **Accept Changes** button, to accept all of these changes in one go.