

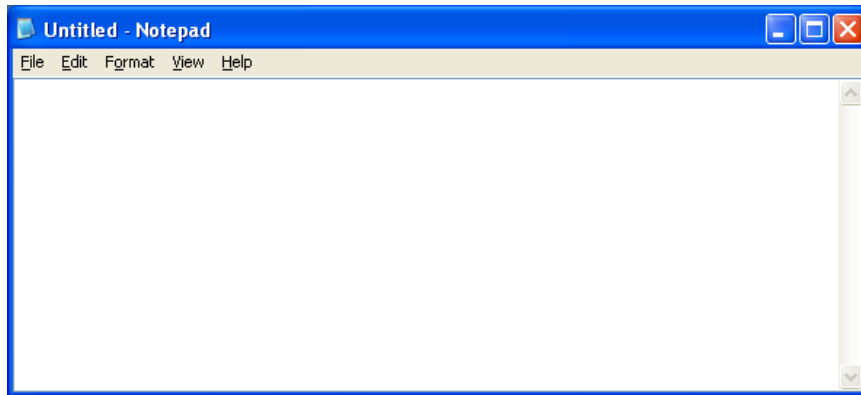
How to Use Notepad to Clear Text Formatting

Microsoft Notepad is a free simple text editor application included with all versions of Microsoft Windows. It is installed by default and can be found under the Accessories program group in your Start Menu.

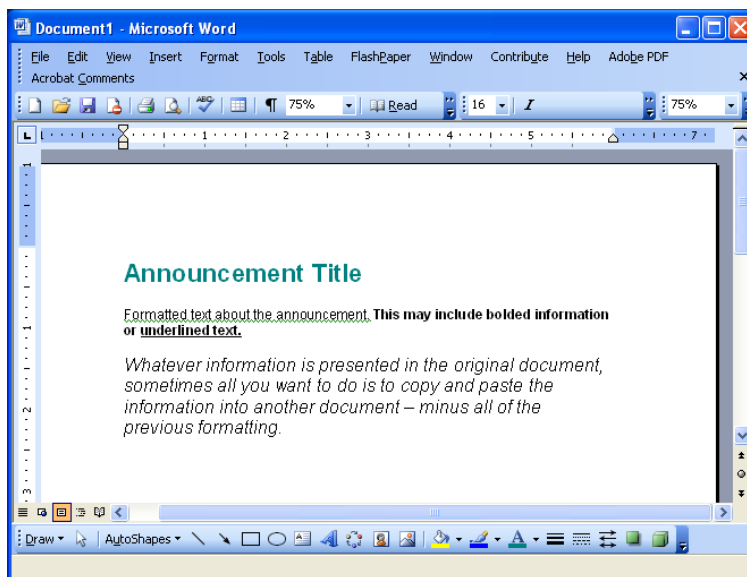
Notepad is different than Wordpad or MS Word or Wordperfect because it's known as a simple or plain text editor – it does not support formatting of any kind.

The purpose of these instructions is to show you how to use Notepad to remove or strip away any previously formatting of the text which may have come another program, or email, leaving just the text – plain and unformatted.

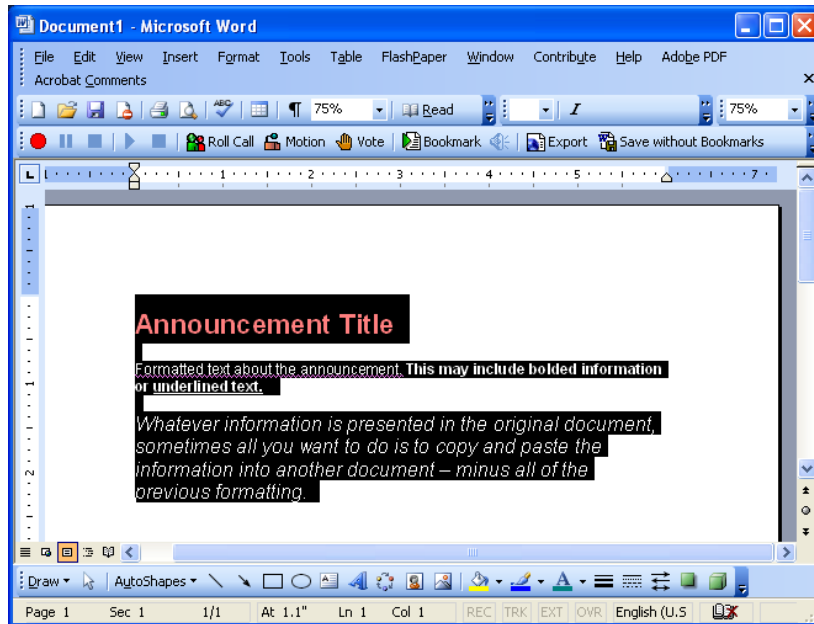
1. Click **Start**, point to **Programs**, point to **Accessories**, and then click **Notepad**.



2. Open up the program (MS Word, Outlook, Publisher, etc.) where the original text resides that you wish to copy. This is the information that you want to copy and use in another program.

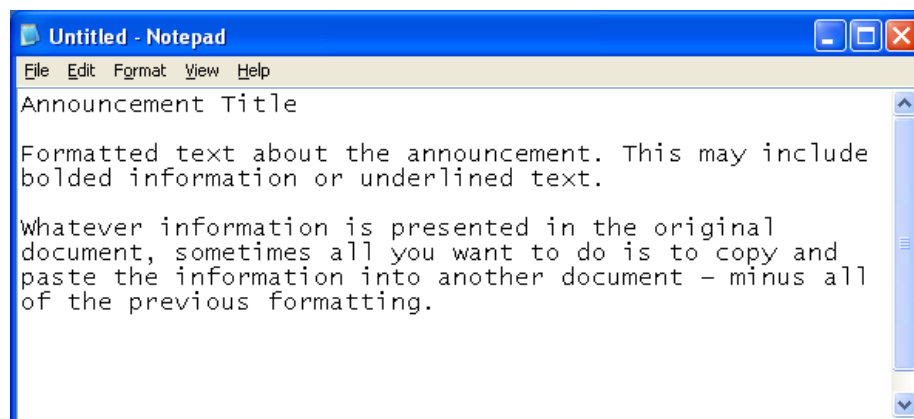


3. Highlight the text that you want to copy using your mouse or the keyboard command (Ctrl + A).

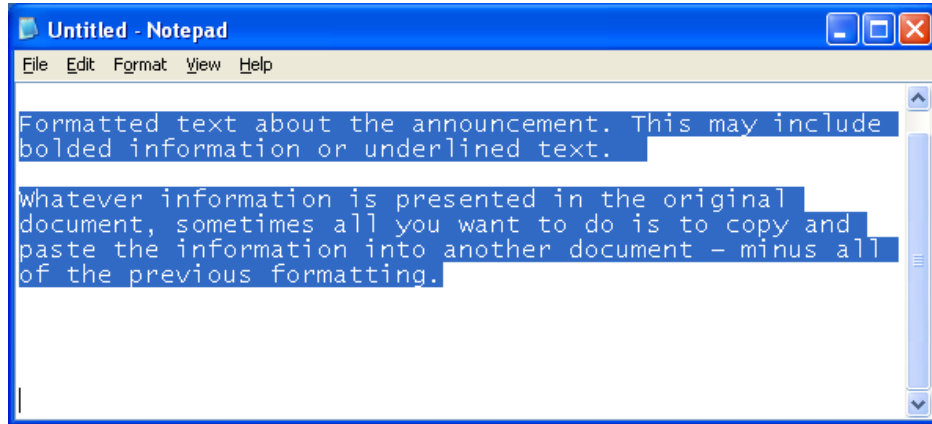


4. Next using the Copy command (Ctrl + C) copy the text to the computer's clipboard. (**Note:** you will not actually see anything happen as the computer stores the copied information into memory)
5. Navigate to the Notepad program and paste the text into the blank document using the top menu "Edit" then "Paste" or the keyboard command (Ctrl + V). (**Note:** You do not have to save this document.)

As soon the text is pasted, you will now see just the text without any of the previous formatting attached to it.



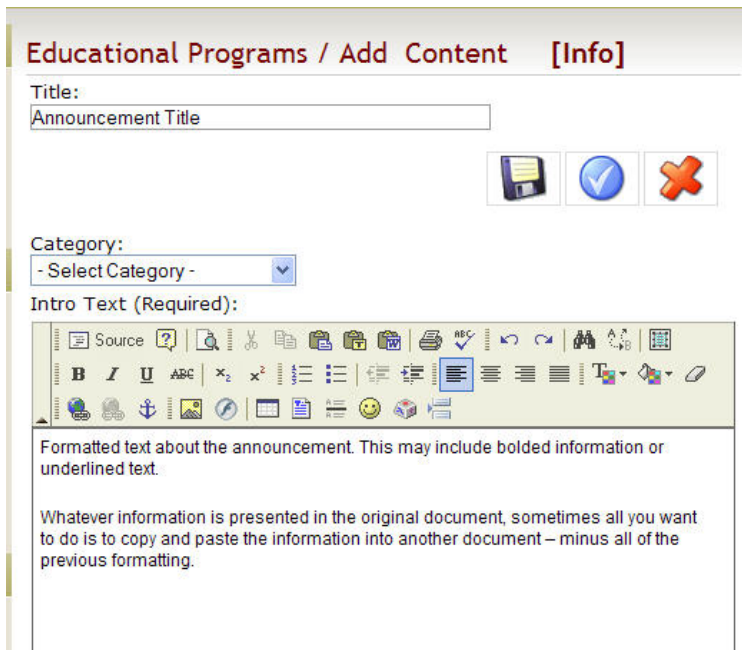
- Now, to finish this process, we are going to highlight the same text, using “Edit” – “Select All” or (Ctl + A) and “Edit” – “Copy” or (Ctrl + C) it to the clipboard again. We are doing this so that we have a copy of the unformatted text.



- Open up the program that you want to paste the plain text into.

For this example, we would login to the LifeLongmontLearning.com website through a browser, select “Submit Content”, determine what type of content you want to add to the site.

- When the “Add Content” window becomes available, paste the text using the paste command (Ctrl + V) to copy the text from the computer’s clipboard and into the open text box on the page. You will see that all of the formatting is gone leaving the inherited styles that are automatically built-in to the design of the site is now be displayed.



9. Here is a visual representation of what you are doing.

