

Many people still copy and past their text from Microsoft Word into the Content Management System (CMS). While it looks okay at first, you may notice that the design or layout that was intended by the designer, cannot be maintained, because of various codes that are inserted by the Microsoft Word (and alike) program. These codes may not be noticed but they are present in the html codes. This is especially true when (on your request) we have set the options to be less restrictive to enable inserting youtube videos etc.

The preferred way of entering text is by typing it directly in the CMS, but as a lot of text is already somewhere, either in Word or another format, there's a way to get that text in the CMS without any problems.

NOTE: You can skip step 3-7 if you simply click the Paste-T button (that's the 4th button on the second row)

1. Select the text you want in your program (eg. Word)
2. Press ctrl-c (windows) or command-c (mac) to copy the text to the clipboard
3. Open Notepad (dutch: Kladblok) in windows or Textedit (mac, choose format - make plain text)
4. Press ctrl-v (windows) or command-v (mac) to paste the text from the clipboard
5. Select the text in Notepad or Textedit (ctrl-a or command-a)
6. Copy the text to the clipboard (ctrl-c or command-c)
7. Go to the CMS in your browser and select the page where you want to paste the text into
8. Press ctrl-v or command-v to paste the clean text
9. Apply formatting using the buttons in the CMS, to make parts of your text bold etc.

Congratulations, you have entered pure and clean text into the CMS, so you don't have to worry about "dirty" text.

If you already have "dirty" text in your CMS, you can usually clean it by selecting the text in the CMS and then follow the procedure above at item #2. Sometimes there's a clean button in the CMS: select your text, then press the clean button and you're done.

This button looks like this (see the icon in the red circle):



Or in the WordPress CMS, the remove formatting may look something like this.

Note: you may have to click the button indicated by the red "1" first, to display the next row of buttons including the remove formatting button:

