

# How to add text from another document

## Copying text from another document

One way to add text to a Dreamweaver document is to copy and paste text from another document.

*To copy text from another document:*

1. Open the document from which you want to copy text.
2. Select the text and select Edit > Copy.
3. Start Adobe Dreamweaver CS5.
4. Open the Dreamweaver document in which you want to paste the text.
5. Position the insertion point in the page where you want to paste the copied text.
6. Select Edit > Paste.

The new text appears in the Dreamweaver document.

**Note:** Copied text may lose some of its original formatting, including line breaks and paragraph breaks. To insert a blank line after a section of text, position the insertion point at the end of the last text line and press Enter (Windows) or Return (Mac OS). To create a line break at the insertion point, press Shift+Enter (Windows) or Shift+Return (Mac OS).

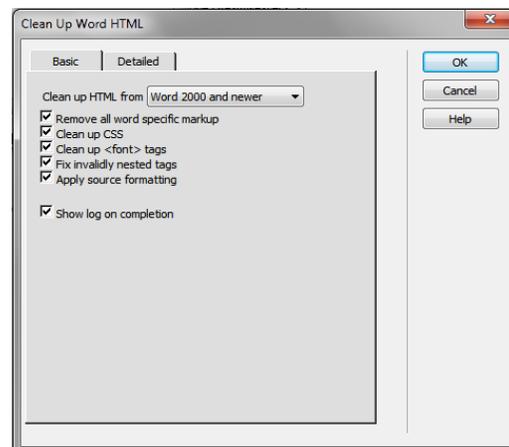
7. To change the format of any new text in the document, select the text and apply a CSS rule or create a new CSS rule based on the format of the new text.

## Importing Word HTML

HTML pages created in Microsoft Word have elements that need to be cleaned up before you can work with these pages in Dreamweaver.

*To clean up Word HTML:*

1. In Dreamweaver CS5, select File > Open.  
The Open dialog box opens.
2. Navigate to and select the HTML file you want to open, and click Open.  
The Word HTML file is opened in Dreamweaver.
3. Select Commands > Clean Up Word HTML.  
The Clean Up Word HTML dialog box opens (**Figure 1**).
4. Click OK.  
A summary of the cleanup process appears.
5. Click OK.  
Use the Property inspector to edit the text as necessary.



**Figure 1** Clean Up Word HTML dialog box