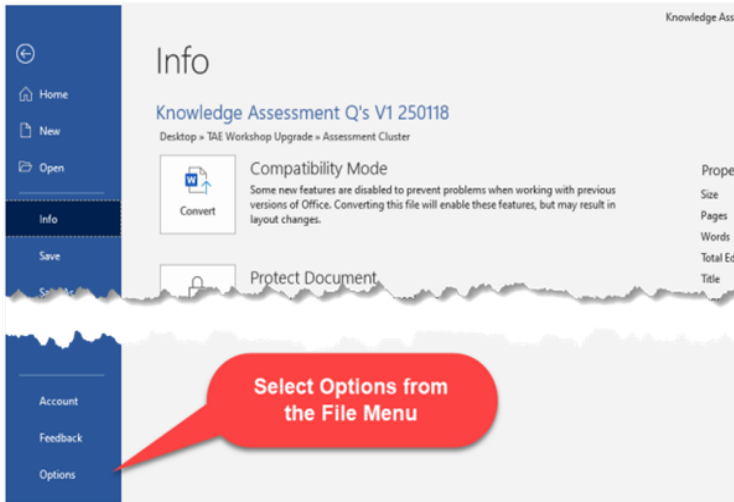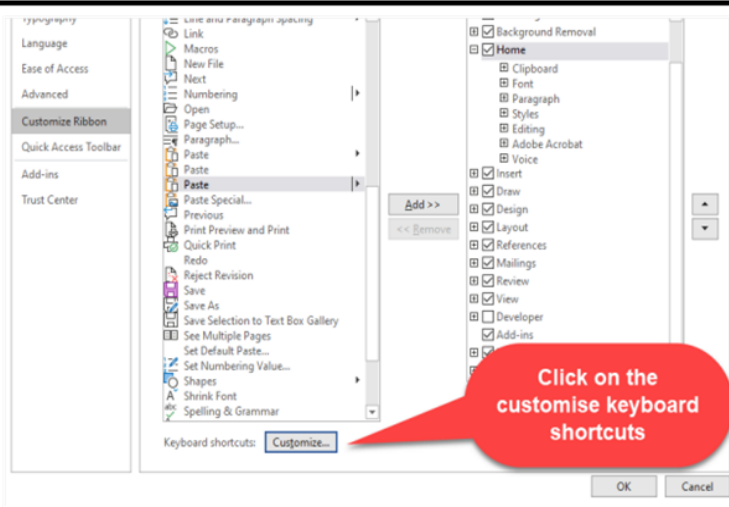# Assign Custom Key to Paste Plain Text in Word

1

You might paste a lot of text you have copied from other documents or the web into a document you are creating... You don't want the formatting, just the text.
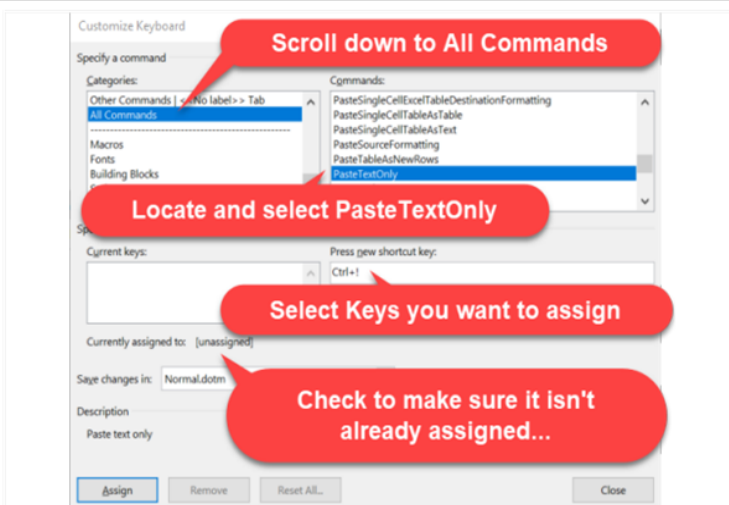
Open Word and go to the File menu. Down the bottom left is the Option item which you select.

2

Below the menu customisation icons is a button that refers to customising Keyboard Shortcuts.

Select that button.

3

In the left hand scroll box, scroll down to All Commands and then scroll down the right hand scroll box until you locate PasteTextOnly. Select the keys you want to assign by placing your cursor in that text box and press the key combination. I pressed Ctrl - Shift ! and then I checked to see it wasn't already allocated.