

Paste content from Google Docs, Word and other apps

Write articles

Already have the content in a document? Copy it and paste it into the article editor. Headings, lists, links, tables and basic formatting come across, so you can move existing help content over without retyping it.

Who can do this: Owners, Admins and Editors · **Plans:** All plans

Paste formatted text

Copy the text from Google Docs, a web page or another editor, click where it should go in your article, and press ⌘V (Ctrl+V on Windows). This comes across:

- Headings, at the level they had in the source
- Bulleted and numbered lists
- Links, bold, italic, underline, strikethrough and inline code
- Quotes and tables
- Text colors

Fonts, font sizes, backgrounds and spacing are left behind, so the text takes on your help center's own style.

Tidy up after pasting

- **Headings:** a Heading 1 in your document arrives as a Heading 1. Your article title is already the page's main heading, and the table of contents starts at Heading 2, so change those headings: click in one and press ⌘⇧2 (Ctrl+Alt+2 on Windows), or click the + to its left and pick **Heading 2**.
- **Colors:** plain black or white text colors from a paste are ignored on your published help center, so text stays readable in light and dark mode. Other colors stay, and in dark mode they're lightened so they stay readable. To remove one, select the text and choose **Text color** → **Remove color**.
- **Messy formatting:** select the text and press ⌘\ (Ctrl+\ on Windows) to clear all its formatting.

Paste from Microsoft Word

Word's formatting is cleaned up as you paste. Headings stay headings (the Title style becomes a Heading 1, Subtitle a Heading 2, and quote styles a quote), lists become real bulleted and numbered lists with their nesting, and tables, bold, italic, underline, links and text alignment come across.

Pictures depend on where you copy from:

- **Word for the web:** pictures come along and upload into the article. A placeholder shows while each one uploads.
- **The Word desktop app:** pictures can't be copied along with the text. A message tells you how many were left out. Copy each picture on its own and paste it where it belongs.

Paste Markdown

Paste Markdown as plain text, from a text file or a code editor, and it's converted to formatted content: headings, lists and task lists, tables, code blocks, quotes, dividers, links, bold, italic, strikethrough and inline code. HTML tags inside the Markdown are left out.

Paste as plain text

Press ⌘⇧V (Ctrl+Shift+V on Windows) to paste text without any formatting. Markdown stays exactly as you typed it, too.

Anything you paste into a code block also stays as plain text, exactly as copied.

Paste images

- **Screenshots and copied images** upload into the article when you paste them. A small image pasted into a line of text, like an icon, stays inside the line.
- **Images that come with pasted text** still point to where they're stored in the original document or web page. They aren't copied to your help center. If that source is private, or its image links expire, readers see a broken image. Replace each one: click the image, click **Replace image** and upload your own copy.

Images can be JPEG, PNG, GIF or WebP, up to 30 MB each. See [Add images to an article](#).

Paste a link

Select some words and paste a web address: the words become a link to it.

Related articles

- [Add images to an article](#)
- [Format text](#)