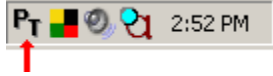


## Using PureText

The IT staff evaluated a free utility called PureText.

<http://www.stevemiller.net/puretext/>

We felt this product was so helpful in the law school environment, that we have put in on all computers. You will see it near the clock on your taskbar.



If you copy any text, particularly text from Lexis and/or Westlaw and want to strip its formatting as you paste it into Word, this is the tool for you.

Here's how you use PureText:

1. Copy some formatted text
2. Move to your word processor
3. Hold down the **Windows** key (between Ctrl and Alt at the left of your keyboard) and press the letter **v**

The text will be stripped of all formatting and placed in your document.

If you prefer to assign a different key combination to the paste, you may set any key by right-clicking on the PureText icon in the taskbar and setting a different combination of keys. Be care about assigning Ctrl + another key, as you may disable something already assigned in Word.