

KWizCom Corporation



# Paste+ App

## User Guide

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## CONTENTS

Contents .....	3
introduction .....	4
General .....	4
Product Overview .....	5
Why did we build it? .....	5
Key Features .....	5
Installation Guide .....	6
Software Requirements .....	6
Server Requirements .....	6
Client Requirements .....	6
Installation Procedure .....	6
Administration Guide .....	7
Paste+ app Configuration .....	7
User Guide .....	9
General .....	9
What exactly can I copy from my desktop to SharePoint rich-text field? .....	11

## INTRODUCTION

### GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Introduction
- Installation Guide
- Administrator Guide
- User Guide

## PRODUCT OVERVIEW

*Paste+ app* allows SharePoint Online content editors and contributors to easily copy rich content and images stored on their local pc's MS Windows clipboard, to SharePoint rich-content fields.

Now you can quickly copy formatted text, tables and images from your local documents and paste into any SharePoint rich-text field!

## WHY DID WE BUILD IT?

Customers that are trying to migrate their older document-based knowledgebase to SharePoint Wiki, find many times that the task is not that easy; an MS WORD document page that includes rich-text, tables and images cannot be copied just like that, but requires several steps including: saving and uploading each of the embedded pictures to a SharePoint library, then copy just the pieces of plain text, reformat the pasted text and embed the uploaded pictures in the right places.

The purpose of the *Paste+ app* is to bypass that obstacle by allowing content editors simply copy & paste rich-content and images from their local Windows clipboard into SharePoint rich-text fields – simple and quick!

## KEY FEATURES

Feature	Paste+ app	SharePoint 2010/2013/2016/2016
Copy formatted text from local documents (including tables and images)	✓	Without images
Copy images from the Windows clipboard and paste into SharePoint rich-text fields	✓	

## INSTALLATION GUIDE

### SOFTWARE REQUIREMENTS

#### SERVER REQUIREMENTS

- SharePoint 2013/2016 configured for app hosting
- SharePoint online (Office 365)

#### CLIENT REQUIREMENTS

- Windows 7+
- Microsoft Internet Explorer 9+, Mozilla Firefox (Latest version), Google Chrome (Latest version).
- Microsoft Office WORD 2010/2013/2016

### INSTALLATION PROCEDURE

To download and install this app please follow these steps:

1. Browse the product page on Microsoft's Office app store:  
<https://store.office.com/en-us/app.aspx?assetid=WA104379235>
2. Add the product to your site/s. This FREE evaluation version is fully functional, just displays a message letting you know that this is a trial version.
3. Paste+ requires the download and installation of the KWizCom Client Agent. When you attempt to paste for the first time you will be prompted to download and run an installer package. This installer package contains the client tool needed to upload images and rich content from your clipboard.
4. When you go into the app's settings page for the 1<sup>st</sup> time, it will ask you to install the *KWizCom Apps Foundation* app. This app is a utility app that provides services to all KWizCom apps, and needs to be installed in your app catalog by your tenant admin (requires tenant trust). For more details about *KWizCom Apps Foundation* [visit our website](#).

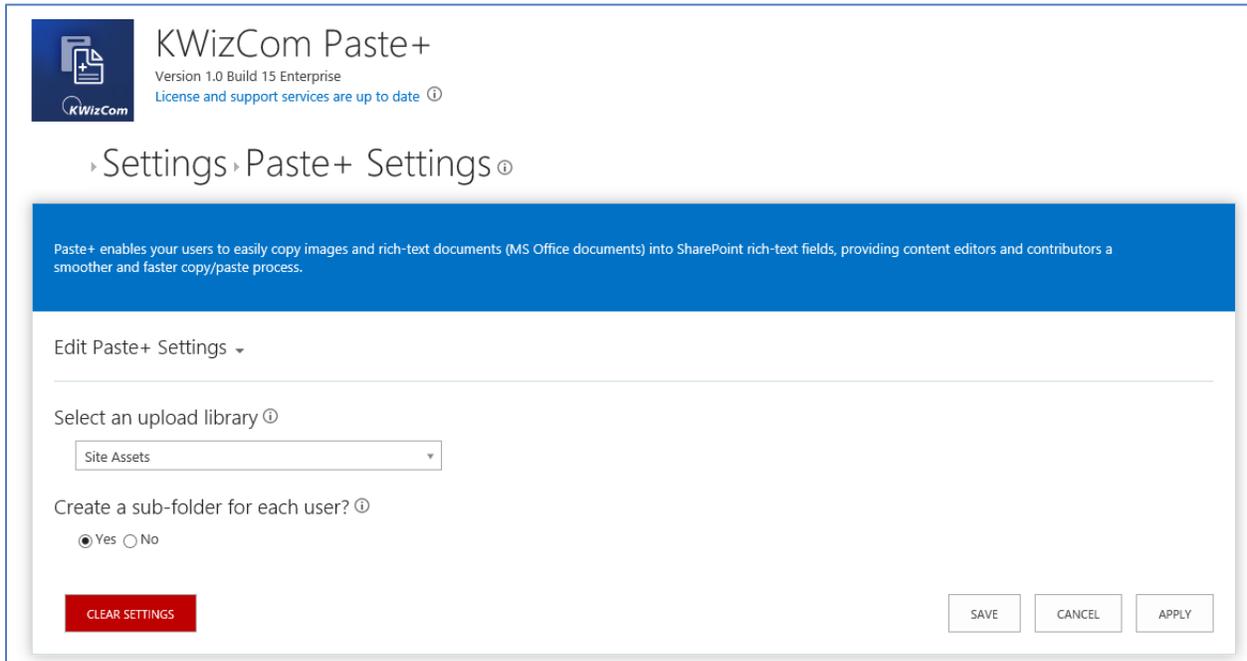
**ADMINISTRATION GUIDE**

**PASTE+ APP CONFIGURATION**

The Paste+ app includes the following modules:

Module	Description
Paste+ app settings page	This page allows configuring settings of the solution in the site.
KWizCom Client Agent	<p>This tool needs to be downloaded by each user. User will be prompted to download the tool when trying to paste something for the 1<sup>st</sup> time.</p> <p>The KWizCom Client Agent runs on the user’s local Windows and interacts with MS Office and the local machine’s Windows clipboard.</p>

Before users can start using the Paste+ app, there are few settings that require configuration in the app’s settings page:



Field Name	Explanation
Select upload library	Select the library that will be used to store pasted images.  Whenever an end-user pastes an image to a SharePoint rich-text field, that image's file is uploaded and saved in this defined library (By default it will be "Site Assets" library).
Create a sub-folder for each user?	Select "Yes" if you want a folder to be created for each user that pastes images. Each user's folder will store all the images that were pasted by that user.

To save your settings, click the "Save" button.

## USER GUIDE

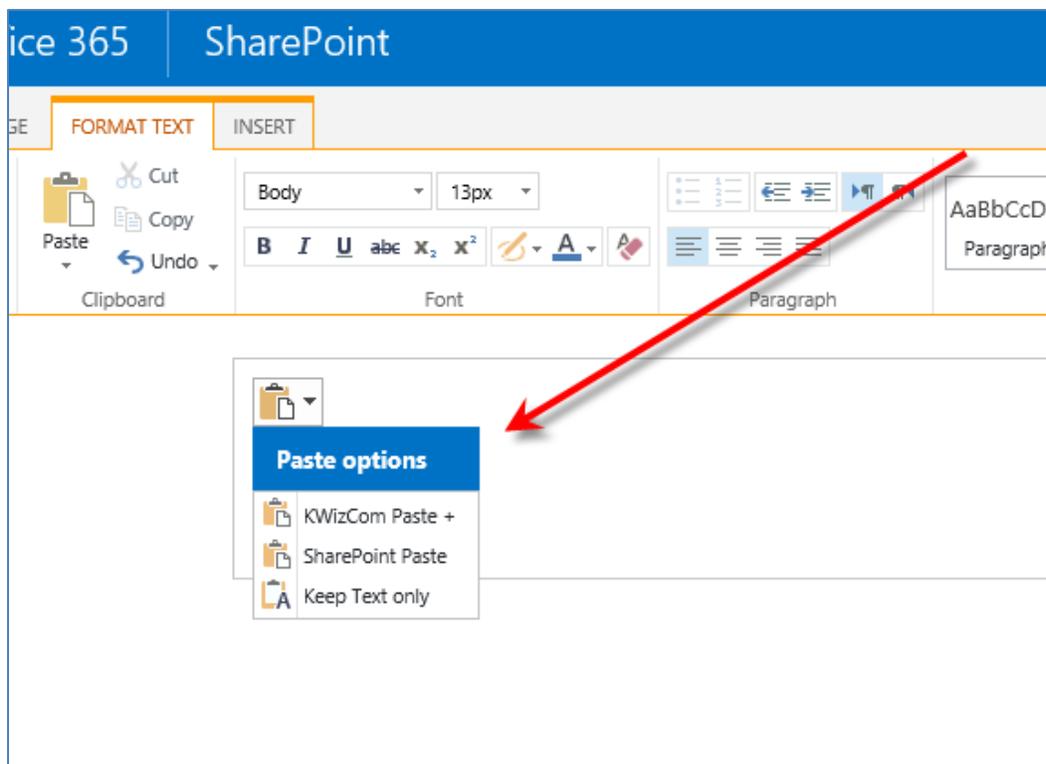
### GENERAL

The Paste+ app allows content editors to easily copy & paste rich content from MS Office/PDF documents and images from your local PC to SharePoint rich-text fields.

The way you copy and paste remains the same as you always did – simply copy the files or content from your desktop, and then click “Paste” or press CTRL+V to paste the copied content to your SharePoint rich-text field.

#### What happens when you paste?

first thing you will see is the “Paste Options” bubble:



Now you need to choose between the following options:

- **KWizCom Paste+**

KWizCom Paste+ is an enhanced pasting mechanism enabling you to paste content copied from local desktop sources (Office documents, local images, email message etc.). It 1<sup>st</sup> converts the content to HTML and then pastes the converted content. As for the images included in the

copied content - all the copied images will be uploaded to the appropriate SharePoint library, so this is done automatically for you without any need for you to upload those images.

- **SharePoint Paste**

Choosing this option will use the SharePoint out-of-the-box paste, with one exception: SharePoint out-of-the-box copy/paste doesn't upload the copied images, it just copies their local path, which is useless (it is not a web accessible url, the images remain on the user's local desktop).

Here, although SharePoint paste will be used, it will still use KWizCom's mechanism to upload all copied images to SharePoint, so the pasted content including the copied images will be properly accessible.

Use SharePoint Paste option when you do not want the copied content to go through KWizCom Paste+ html conversion. For example: when you copy content from one SharePoint page to another, there is no need to convert it to html, so better use "SharePoint Paste" option to keep the original styles.

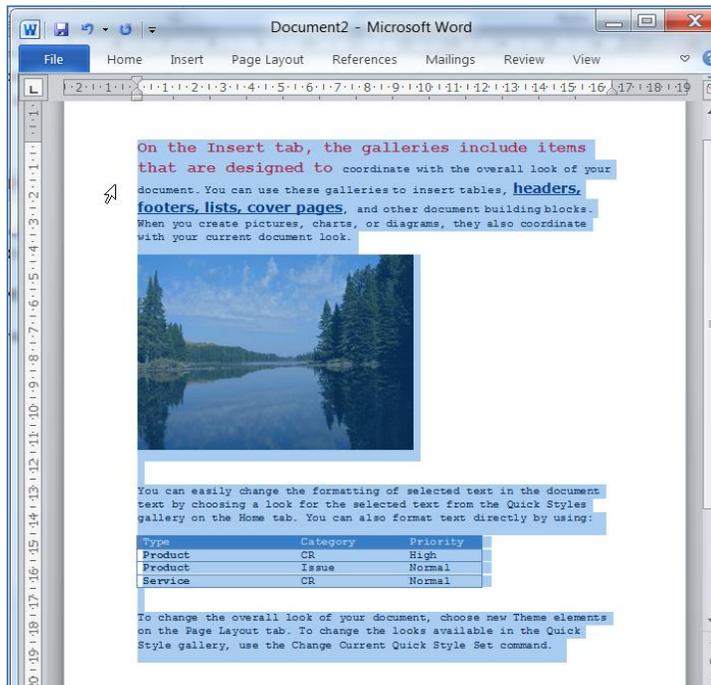
## WHAT EXACTLY CAN I COPY FROM MY DESKTOP TO SHAREPOINT RICH-TEXT FIELD?

You can copy and paste rich-content, which includes formatted text, tables and embedded images.

There are 2 ways to copy content from your desktop:

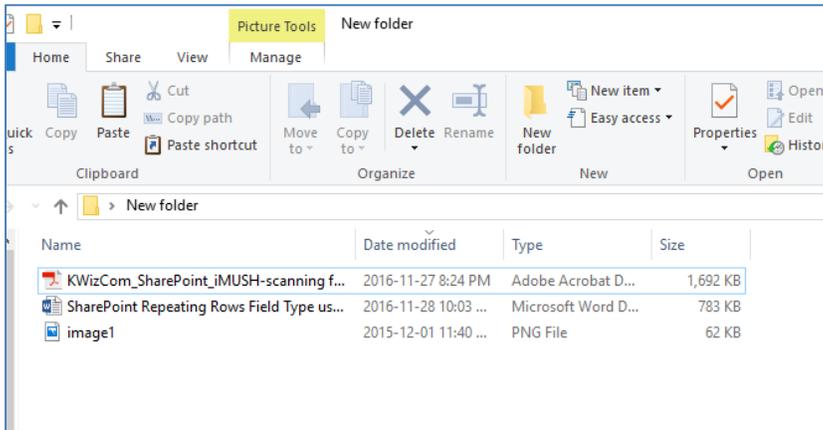
1. Copy content from opened files

So this way you open your MS Office file, such as an MS WORD document, mark the paragraphs you wish to copy and copy them.



2. Copy file/s from your Windows explorer

If you wish to copy the entire file/s content to your SharePoint rich-text field, you don't need to open the file and mark all its content. Instead, simply go to your windows explorer and copy the file (or several files). For example, in the screenshot below we have marked an MS WORD document, a PDF file and an image file:



When we'll paste into our SharePoint rich-text field, the WORD and PDF file's contents will be pasted along with the copied image.

## IMPORTANT COMMENTS

- 1. 1st time you try to paste, you will get a message asking you to install the KWizCom Client Agent tool. You must proceed with this tool's installation before you can use the product.**
- 2. When you copy & paste a paragraph that includes pictures, behind the scenes those pictures are uploaded to the SharePoint server. This means that the paste operation takes more time when you are pasting pictures (depending on the file size of those pictures and number of pasted pictures).**
- 3. When copying a PowerPoint file (.pptx), the copied slides are converted to images when pasted to SharePoint, so if you have for example 5 slides in your PPT file, you will see 5 pasted images – 1 for each slide. Hidden slides will not be copied.**