

How to copy and paste multiple highlight text at once in Word

If you are reading a long document in Word and marking important sections, you can quickly and easily find and select all highlighted text and copy them.

Remember when you used a bright yellow pen to mark paragraphs in a book? Everyone went to school this time. And then you've probably wished you could quickly and easily collect all the documents marked in the book and paste it in your notebook, right?

Today you can do it in Word. If you're reading a long document in Word and highlighting important sections, you can quickly and easily find and select all highlighted text and copy them.

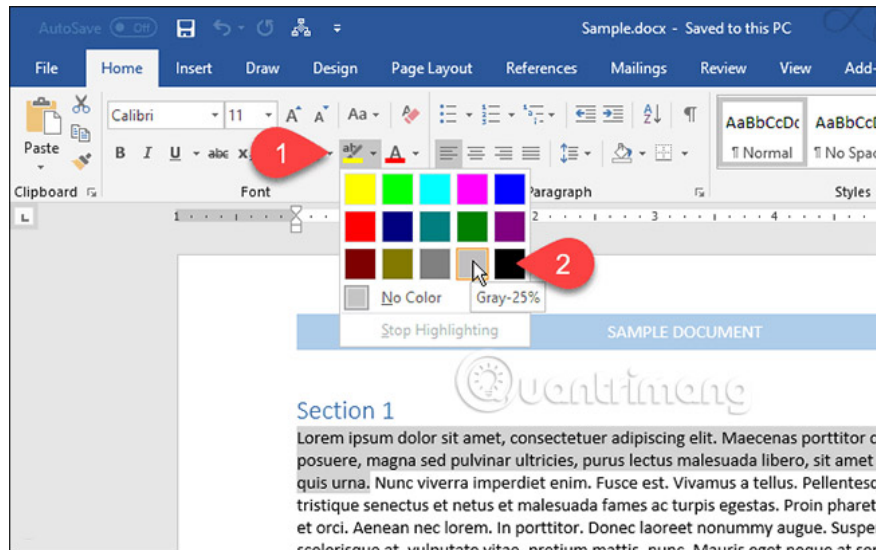
Today, this tutorial will show you how to find and select highlighted text, then copy and paste the text but no longer highlight it, into another Word document.

Highlight (mark) a text

To highlight text in a Word document, select the text you want to highlight.

By default, the **Text Highlight Color** button in the **Font** section on the **Home** tab highlights the text with yellow, when you click on the text. If you want to use a different color, click the down arrow to the right of the **Text Highlight Color** button. Then click on the color you want.

The color you selected will become the default color the next time you click the **Text Highlight Color** button.



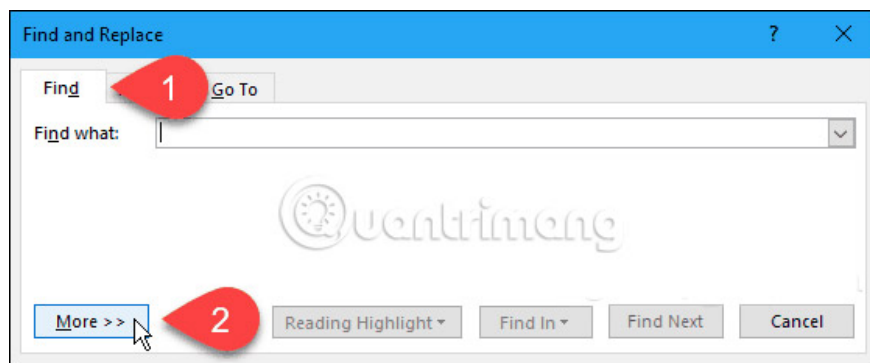
Find and select all highlighted text

You can copy all highlighted text manually. Start by selecting the first text block with the mouse. Then hold down the Ctrl key while you select and move to the next highlighted text block. When you have selected all the blocks you want to copy, press **Ctrl + C**.

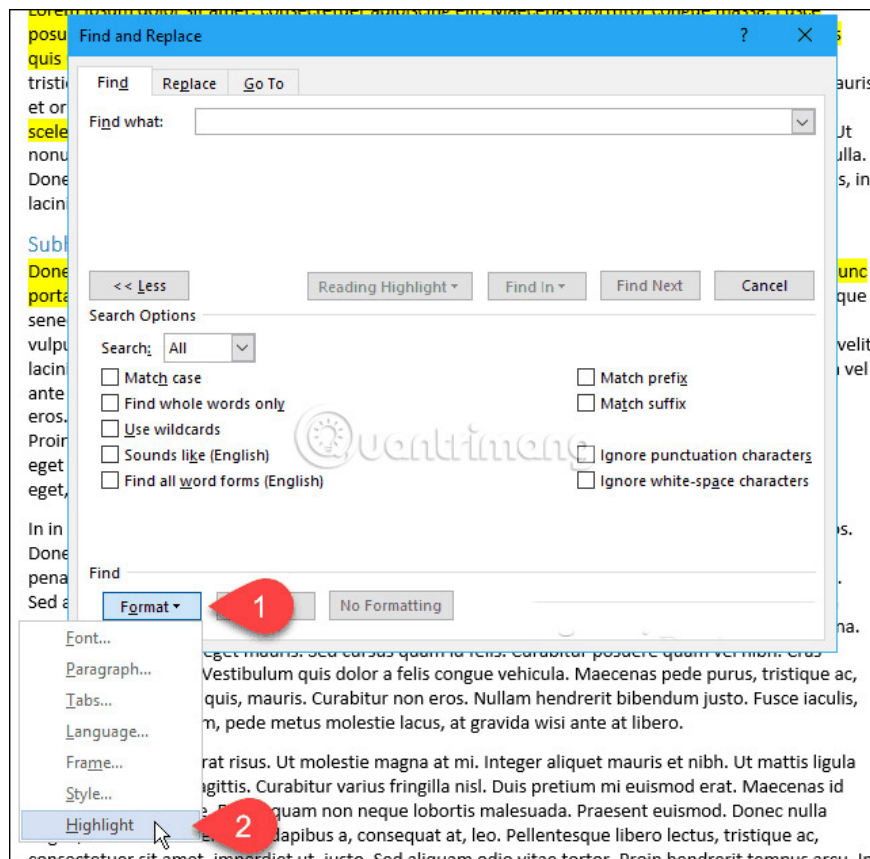
You don't need to highlight each block of text, when you want to select multiple blocks. You will see how simple it is.

Of course, manually selecting individual blocks of text takes time. You can select all highlighted text at the same time, using Word's **Find and Replace** tool.

Press **Ctrl + H**. On the **Find and Replace** dialog box, click the **Find** tab. Then click **More** .

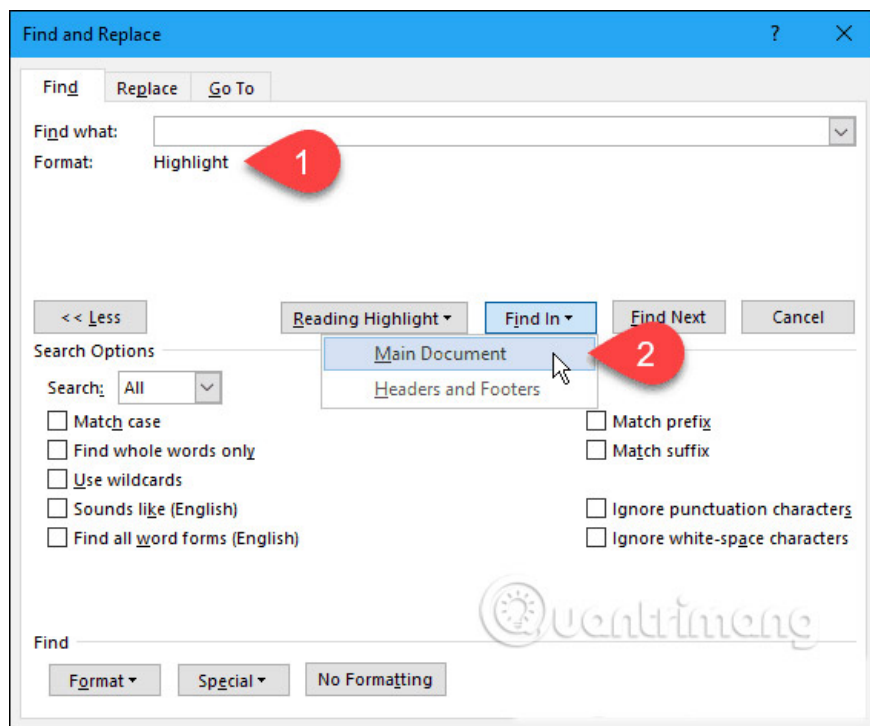


Click **Format** and then select **Highlight** .



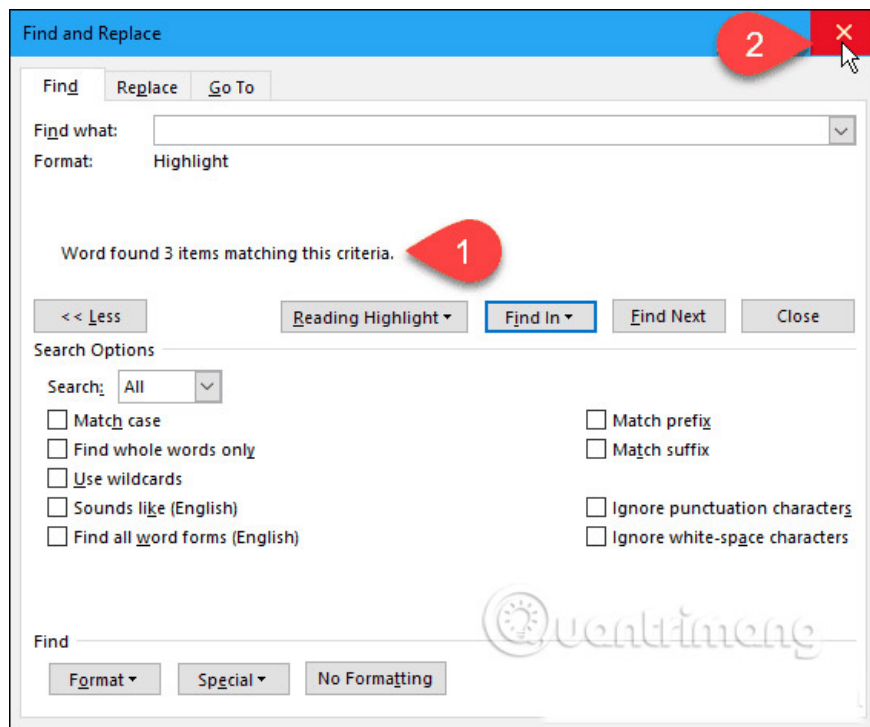
The **Highlight** feature displays as **Format** in **Find what** .

To find and select all highlighted text in the document, click **Find in** and select **Main Document** .



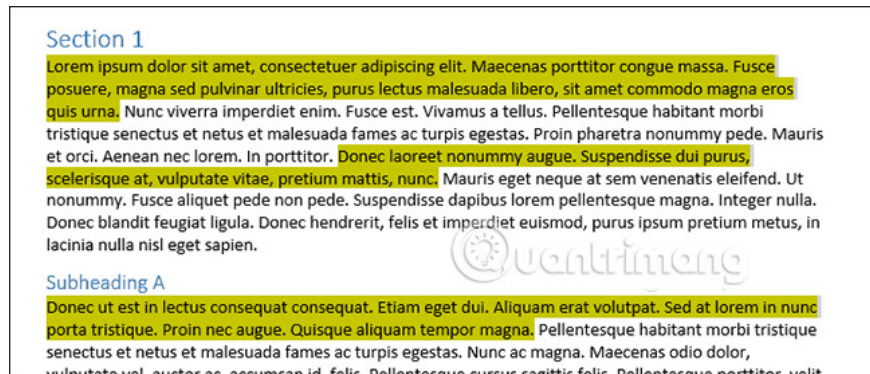
Word will tell you how many items are highlighted.

Press **Esc** or click **X** in the upper right corner of the dialog box to close it.



All your highlighted text blocks will be selected.

Press **Ctrl + C** to copy the selected text.



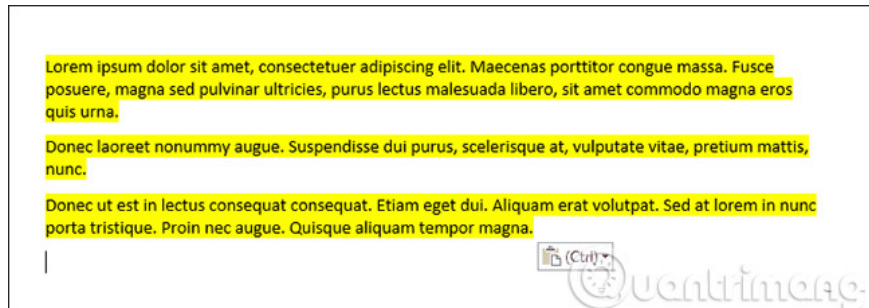
Paste the highlighted highlight text into another Word document

Next, we will learn how to paste selected highlight text into a new Word document.

Go to **File> New> Blank document** to create a new document. Then press **Ctrl + V** to paste the copied text.

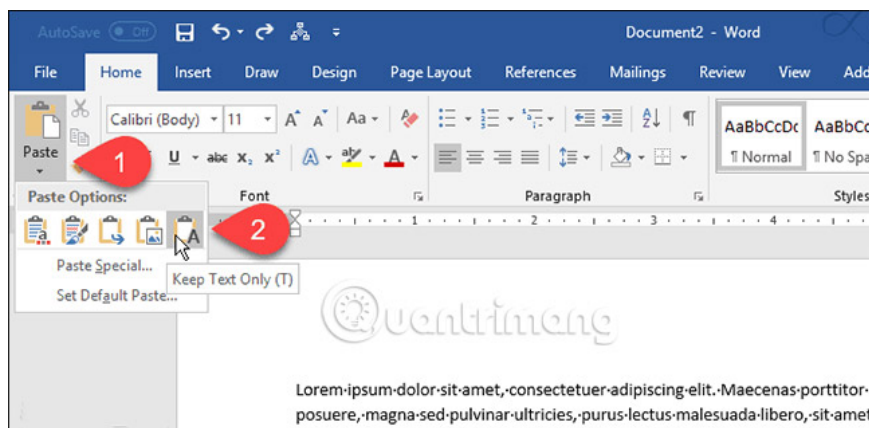
Each individual text block is pasted on a new line.

By default, when you paste the text you copied from any Word document or any other program, the format automatically comes with it (meaning that the format remains the same, unchanged). So the text you just pasted is still highlighted.

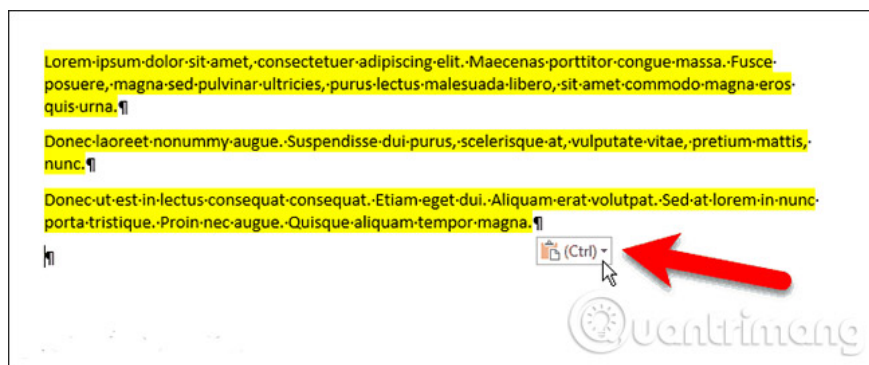


If you don't want to keep highlighting on pasted text, you can just paste the text without formatting.

Instead of pressing **Ctrl + V** to paste the copied text, click the down arrow on the **Paste** button in the **Clipboard** section of the **Home** tab. Then, click **Keep Text Only**.



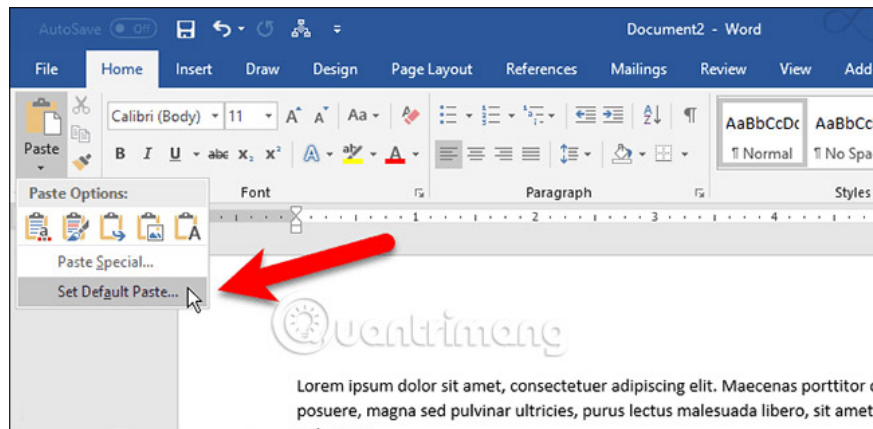
You can also access the **Keep Text Only** button just by clicking the **Paste Options** button, if you have not turned off this feature. The article will show you where you can turn on and off the **Paste Options** button.



Set Keep Text Only as default

If you always want to paste text as plain text using **Ctrl + V** , you can set this as the default task.

Click the down arrow on the **Paste** button and select **Set Default Paste** .

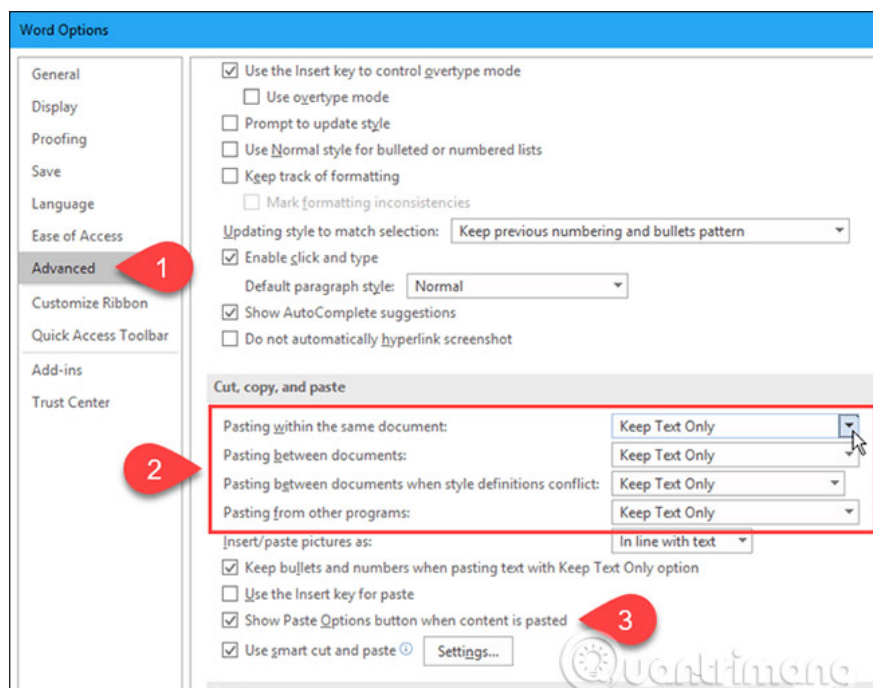


Click **Advanced** in the left window in the **Word Options** dialog box. In the **Cut, copy, and paste** section on the right, select **Keep Text Only** from any of the first four **Pasting** lists. In this example, we are copying and pasting between Word documents, so choose **Keep Text Only** from the **Pasting between documents** list .

As mentioned above, the text format is ignored when selecting the **Keep Text Only** feature . And also linked images will be lost.

To find an explanation of the options available, help control formatting when you paste text into Word, see the following article: [Control formatting when pasting text in Word](#).

Click **OK** to close the **Word Options** dialog box. You can now paste the copied text and it will not be highlighted in the new document.



Paste your existing text almost anywhere

You can not only paste the copied text into another Word document. You can paste this text into any other program that accepts text, including word processors (like LibreOffice), text editors and other email programs (like Outlook and Thunderbird).

Good luck!

See more:

1. [How to use Spike to copy and paste text blocks in Word](#)
2. [How to color PDF documents on Microsoft Edge](#)
3. [Instructions to turn off the Popular Highlights feature on Kindle](#)

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