

## IDEA Basics: Pasting into Editable Fields

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Since IDEA v8, you have been able to copy and paste information into a cell in an editable field. In IDEA v11 Ctrl-C continues to be the copy function, whilst Ctrl-V and Shift-Ctrl-V are both accepted paste functions.

### What happens if you paste incorrectly?

#### Character field

- Will accept any data

#### Numeric field

- Will accept only numeric data
- If character data is pasted, the cell value will revert back to a number when you click out of the cell
- NOTE: if the character data begins with a number, the first number will paste into the cell
- If date data is pasted, the first number of the date will paste into the cell

#### Date field

- Will accept only date data in the correct format
- Will give "Error" if any other type of data is pasted

