



CONNECTIONS Tip Sheet

Progress Notes & Narratives – Copying and Pasting Only Text

August 2012

Error Messages when Copying and Pasting

The error message stating, "Text can only be pasted into this document. Please only select text and try again," is one of the error messages that may be triggered when attempting to copy and paste information into Progress Notes or narratives in CONNECTIONS.

This error indicates that the worker attempted to paste something more than just text into a narrative field.



Incompatible Data

There are certain types of data that are not compatible with the programming in CONNECTIONS. These include:

- graphics
- letterhead
- logos
- scanned documents

Data may also be incompatible if it has formatting that extends beyond the margins of a progress note or narrative, or if it contains many hidden programming commands, which cannot be seen. When you copy and paste data of this type, the formatting and programming commands are copied and pasted as well. Examples include:

- Email
- templates
- Word tables

Incompatible formatting may also come from a source document in another application. It may look OK when viewed on-line, but may contain formatting such as hard coded spaces and page returns that are not compatible with CONNECTIONS.



NOTE: Pasting incompatible data in a progress note or narrative will not always trigger an error message.

If a note with incompatible data is saved as final, it can become corrupt over time. **Corrupted Progress Notes can never be printed.** The progress note remains viewable in CONNECTIONS, but every time a batch of notes needs to be printed, the corrupt note(s) must be located so the notes before and after can be printed as a group. This frustrating and time-consuming problem can be avoided by cleaning up the narrative before it is pasted into CONNECTIONS.

How Can I Remove Formatting and Program Commands?

There is a simple procedure that strips formatting and program commands from content you wish to copy and paste into CONNECTIONS:

1. Click on the Microsoft Start button in the lower left corner of your screen. 
2. Select All Programs (lower left), then Accessories, then Notepad   
3. Highlight and copy the text you wish to enter in CONNECTIONS.
4. Paste the text into Notepad. The text will no longer contain formatting and unseen program commands
5. Copy the text from Notepad and paste into the narrative field in CONNECTIONS.

Reminder: In all areas of CONNECTIONS, you can press F1 for help

Resources:

CONNECTIONS Step-By-Step Guides:

<http://ocfs.state.nyenet/connect/jobaides/>

CONNECTIONS Regional Implementation Staff:

<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application questions:

ocfs.sm.conn_app@ocfs.state.ny.us (NOTE: address contains an underline)

CONNECTIONS Communications

CONNECTIONSCommunications@dfa.state.ny.us

NYS OFT Enterprise
Help Desk #
1.800.697-1323