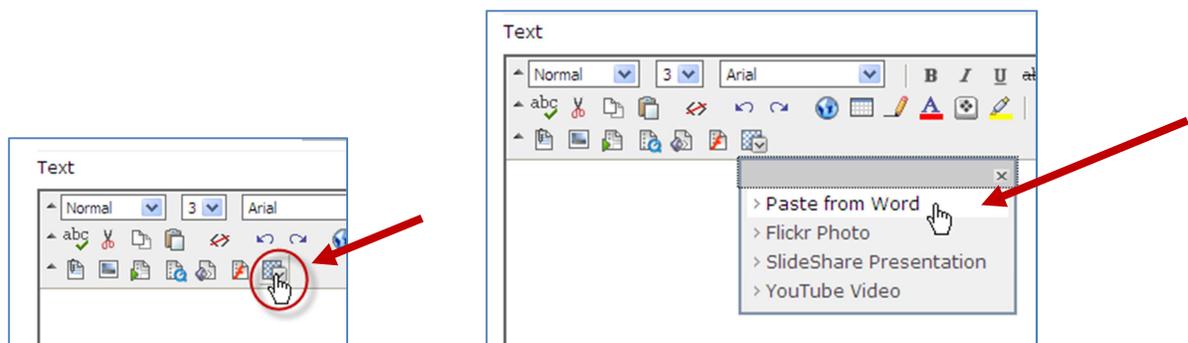


## Pasting Text from Word into Blackboard

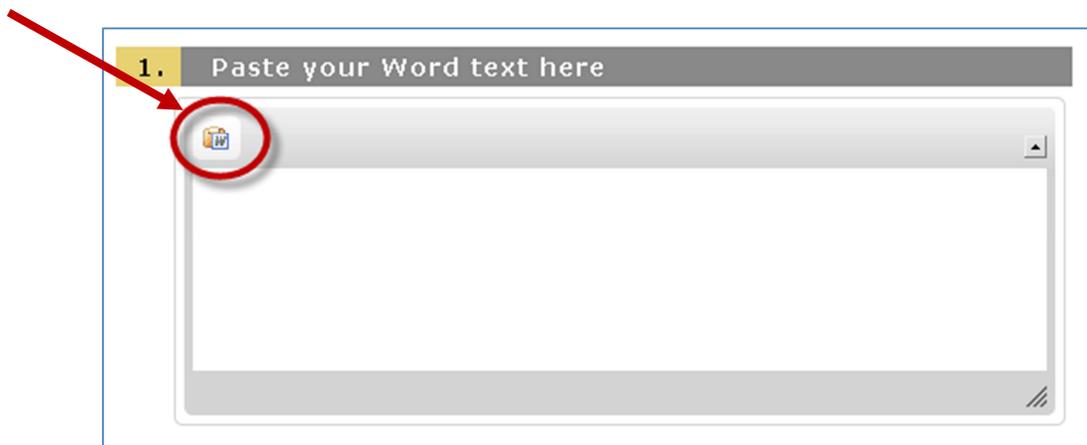
To save time when creating content in Blackboard, professors frequently copy information from Microsoft Word and paste it into Blackboard. Often unnecessary Microsoft specific code is included when text is copied from Microsoft programs and pasted directly into Blackboard. This extra code may cause unforeseen results (e.g. browser instability, slow course load times, unexpected text formatting, random font size/style changes, students are abruptly exited from exams).

There is a new “Paste from Word” Mashup tool that allows you to paste the text you copied from a Microsoft Office program into Blackboard. The Paste from Word Mashup tool strips off the MS Office hidden proprietary code. You should use the Paste from Word Mashup tool when you are pasting text from Microsoft programs into Blackboard in order to minimize potential problems with Blackboard. You should suggest to your students that they also use the Paste from Word Mashup tool whenever they are pasting text from a MS Office program into the visual text box editor.

1. Start by copying the desired text from Microsoft Word.
2. Place your cursor in the text box where you want to paste the text you just copied, click on the **Add Mashup** button and then select **Paste from Word**.



3. In the Paste from Word window, click on the **paste** icon. Alternatively, you can use CTRL + V to paste the text in the window. (Mac users can use Command + V).

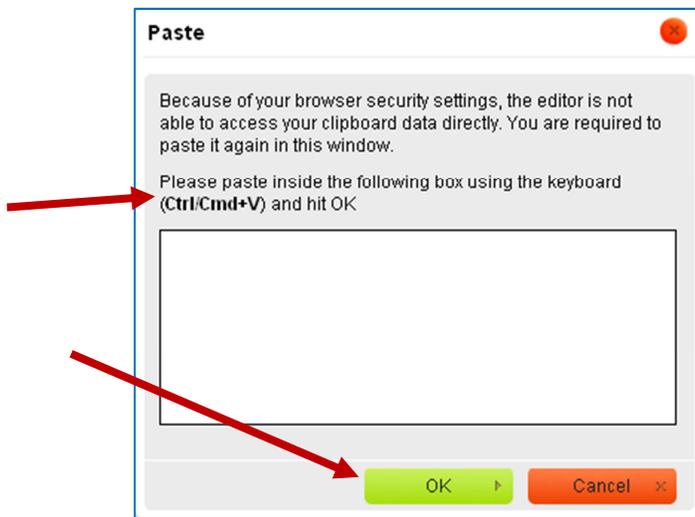


4. You may get a popup window asking you to confirm that you want to paste information from the clipboard.

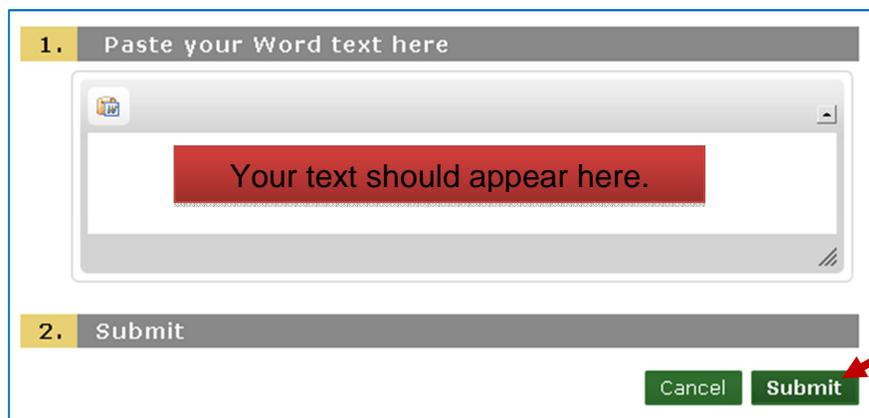
**Internet Explorer** users should click on the **Allow access** button.



**Firefox** users should press **CTRL + V** on the keyboard to paste the information into the paste window (Mac users should press **Command + V**). Click **OK** when done.



5. Your copied text should appear in the Paste from Word window. Click **Submit**. Your text will be pasted into the visual textbox editor.



Note: The Paste from Word Mashup will not include any images that were in the copied information. Images should be inserted using the visual textbox editor's **Attach Image** button.