



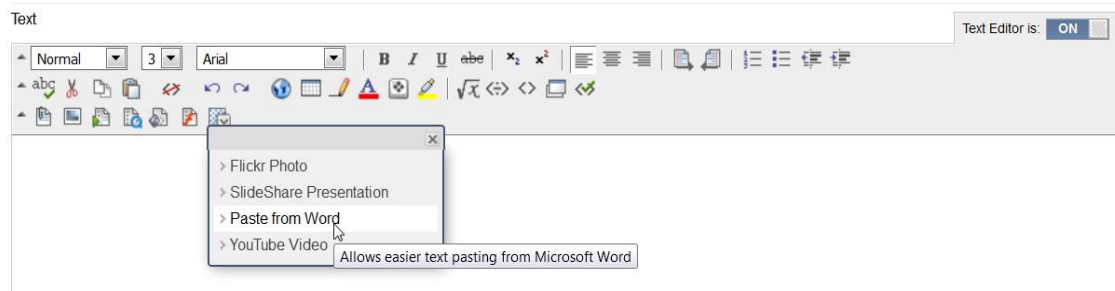
## How to Paste Text from Microsoft Word into a Blackboard Textbox

If you copy text from Word and paste it directly into a Blackboard textbox it can cause all kinds of problems including: Students being kicked from exams, browser instability, truncated text, skewed text formatting, random font size and style changes and slow course load times. This is because you are bringing with it hidden formatting code that is specific to Microsoft Word. **It is extremely important that you clean up anything you copy from Word before pasting it into a Blackboard textbox.**

There are two ways to do this: 1) copy the text from Word and paste it into Notepad, then copy from Notepad and paste into the Bb textbox. This will remove most of the hidden code. Or 2) The second way is to use the “Paste from Word” button  on the textbox editor toolbar in Blackboard.

### How to use the Paste from Word Mashup:

1. Copy the text you want to paste from Word
2. Place your cursor in the Blackboard textbox that you wish to paste it to.
3. Click the **Add Mashup** button  on the text editor toolbar and click **Paste from Word**



4. Click in box to activate cursor the press Ctrl+V to paste your Word text in box

**1. Paste your Word text here**

A screenshot of the Blackboard text editor. The text area contains the instruction 'Click in this box to activate cursor then Ctrl+V to paste the Word text here' with a mouse cursor pointing to the text. The text editor is titled 'body p'.

**2. Submit**

Cancel Submit

5. Click OK, then Submit.