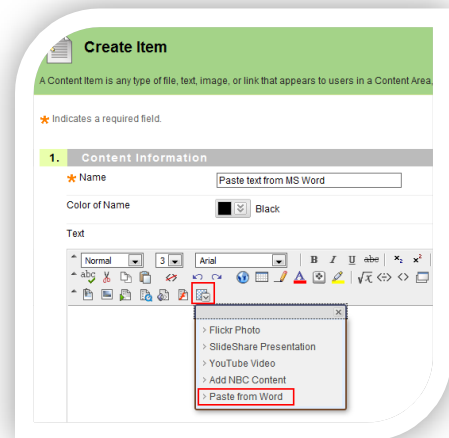


Pasting Content into Blackboard from MS Word

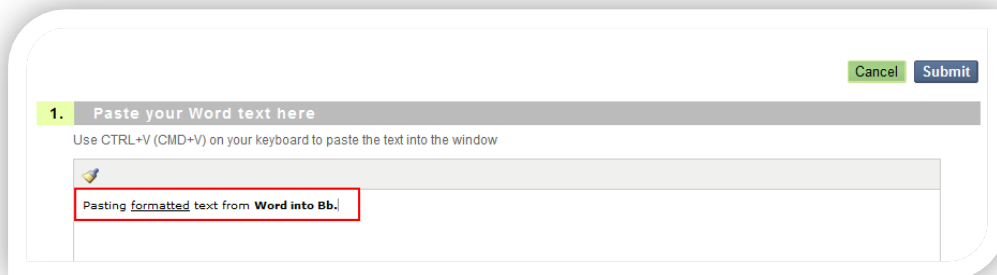
Instructors & students now have the ability to paste text from MS Word into the visual text editor in Blackboard without bringing the extra properties that are attached to the Word text. In the past there have been many instances where this has proved to be problematic.

To avoid formatting errors & headaches, please perform the following steps when pasting text from MS Word & encourage your students to do the same.

1. Enter the content area in which you would like to enter the text from MS Word.
2. Click the Mashup button.
3. From the context menu, choose *'Paste from Word'*.



4. In the pop up window, use the Ctrl+V key stroke or right click & choose paste to insert the text. Click Submit.



NOTE: If you do not receive the pop up window, you may need to adjust your browser settings to allow pop ups for this website.

5. The text is then added to the Bb visual editor & all formatting done in Word such as bolded text, underline, etc. is preserved without adding any additional MS Word properties to Bb.

Create Item

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Mo

* Indicates a required field.

1. Content Information

* Name

Color of Name

Text

Normal 3 Times New Roman B I U abc x₁ x₂

Pasting formatted text from Word into Bb.