Step by Step: Pasting from Word to Blackboard

For best results, instructors should create formatted text (such as bold, colored text, italics, spacing) within the Blackboard text editor. If text is pasted directly from Word, dirty MS Office code is pasted as well, which causes distorted formatting that is difficult to reformat. For large amounts of text that will be time-consuming to retype, use the Paste from Word feature to add code-free text to the editor and then re-format. Superscripts and subscripts do carry over from Word.

1. In your course be sure **Edit Mode** is **ON**.

2. In the text box editor of any content item, go to the third row of tools and click the **Add Mashup** icon.

3. Click the **Paste from Word** link on the drop-down menu.

4. The **Paste Your Word Text Here** window displays.

   Copy and paste the text from your Word document into this box.

5. Click the **Submit** button.
Step by Step:  **Pasting from Word to Blackboard**

6. The copied text now appears in the text box editor. Format the clean text as desired using the Blackboard tools.

7. Click the **Submit** button.

8. Your text appears, formatted with the institution-wide default font.