Pasting from Microsoft Word in Blackboard

If text is pasted directly into Blackboard from Word, the Word formatting code is carried over to Blackboard, which may cause formatting issues in Blackboard. In order to paste from Word without copying over the formatting code, users can use the Paste from Word Mashup to cleanly paste content to Blackboard.

**Pasting from Word, Part 1**

To paste text from Word, first click on the blue rectangular button as indicated in the image above.

**Pasting from Word, Part 2**

A menu similar to the one above will appear. Select the option labeled **Paste from Word**.
You will now see a blank screen like the one above. Click in the text box provided and use Control+V to paste your text. When finished press the **Submit** button.

**Finishing Up**

You will now be taken back to the text editor within Blackboard. The pasted text will now appear in the text editor, and you can use Blackboard's formatting tools to adjust the text formatting.