

## Pasting Text from Microsoft Word into Blackboard

Because of potential issues with internet connections dropping or browsers timing out, we recommend that you *write* lengthy texts in a word processor prior to placing them in Blackboard. However, **it is *not* recommended that you *format* your text in the word processor.** You should do all of your formatting in Blackboard.

Pasting text from Microsoft Word into Blackboard is problematic in that it brings over extraneous HTML code that causes some browsers to freeze when attempting to display the text. Thus, **please follow the simple instructions below to remove this extraneous code upon pasting your text.** You can then format your text using the editor in Blackboard. Following this easy copy process will ensure that everyone has a problem-free experience opening discussion posts and announcements.

The following table shows:

- the key combinations for pasting text that has been copied from Word that will automatically remove the extra HTML formatting
- what happens when a given browser attempts to display a discussion post that has been pasted from Word *without* the extra formatting HTML stripped.

Browser (most recent version)	Use this in the Blackboard editor when pasting to strip extraneous MS Word HTML code*	Displaying Discussion Posts (when the extra HTML code has NOT been removed)	
		PC (Windows 7)	Mac (OS 10.8.5)
Firefox	PC: <b>Shift</b> -Ctrl-v Mac: <b>Shift</b> -command-v	Usually renders extraneous HTML from MS Word	Usually renders extraneous HTML from MS Word
Chrome	PC: <b>Shift</b> -Ctrl-v Mac: <b>Shift</b> -command-v	Freezes upon encountering extraneous HTML from MS Word	Freezes upon encountering extraneous HTML from MS Word
Internet Explorer	PC: Ctrl-v PC** Mac: N/A	Freezes upon encountering extraneous HTML from MS Word	N/A
Safari	PC: Ctrl-v** Mac: No option*	Usually renders extraneous HTML from MS Word	Usually renders extraneous HTML from MS Word

\*Alternatively, copy and paste your text from MS Word to Notepad (PC) or TextEdit (Mac) to strip out the formatting. Then copy/paste from there to the editor in Blackboard and apply the formatting.

\*\*This removes most of the HTML code – enough so that it doesn't cause browsers to freeze.