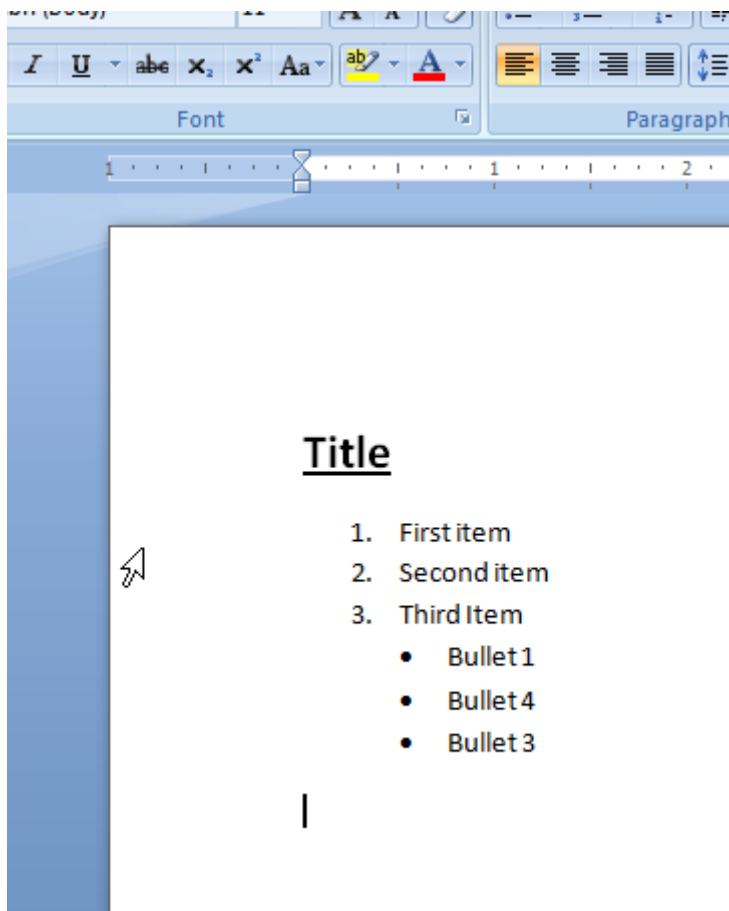


Pasting Text into Blackboard

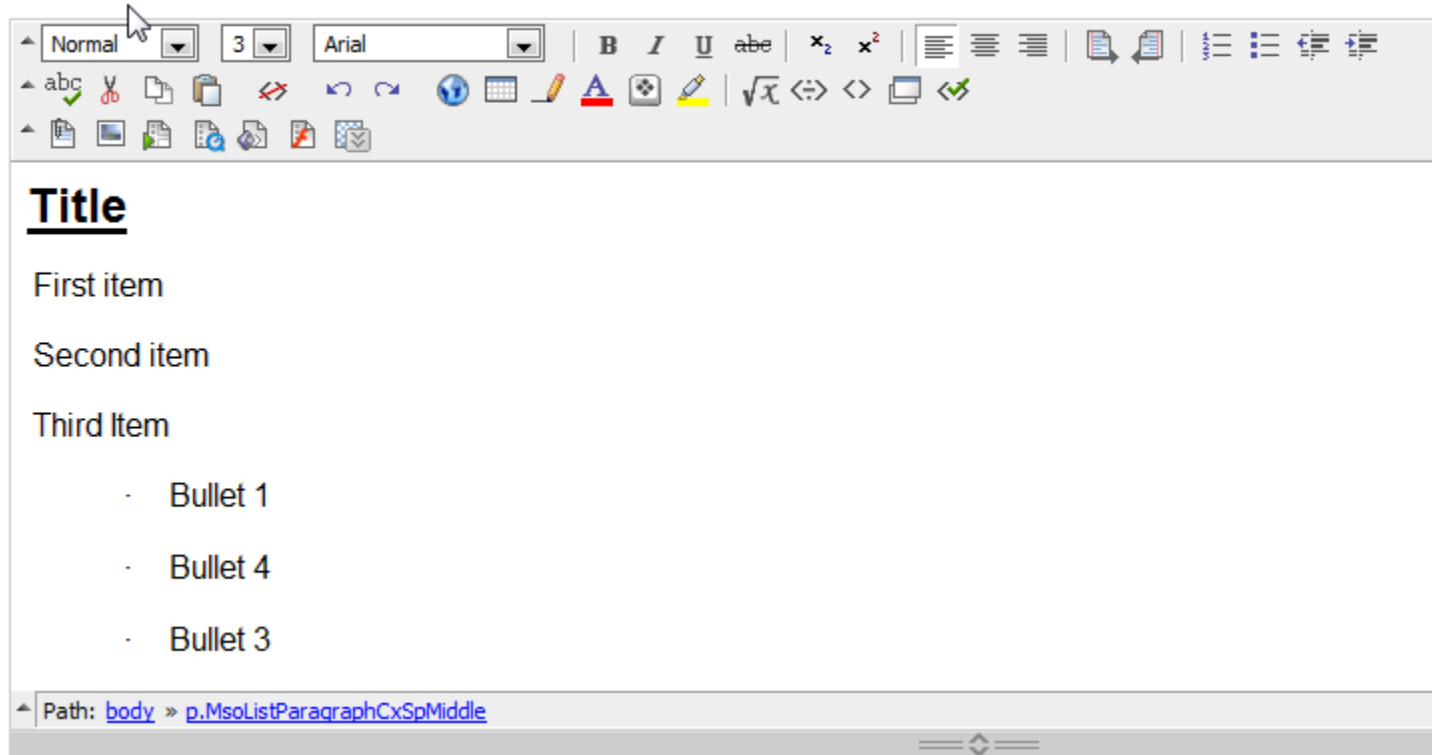
Pulling text from Microsoft Word and some other word processing applications can sometimes result in unwanted formatting issues when the text is placed in a Blackboard text box. Hidden characters within the MS Word file can result in strange formatting within Blackboard.

You can see this in the following example:



A user has formatted text in Microsoft Word which they want to copy into a Blackboard textbox.

Text



It seems like everything went well, but behind the scenes a large amount of unnecessary code has been added to the user's submission.


Text

```
<!--[if gte mso 9]><xml> <w:WordDocument> <w:View>Normal</w:View> <w:Zoom>0</w:Zoom> <w:T
<w:TrackFormatting/> <w:PunctuationKerning/> <w:ValidateAgainstSchemas/>
<w:SaveIfXMLInvalid>false</w:SaveIfXMLInvalid> <w:IgnoreMixedContent>false</w:IgnoreMixed
<w:AlwaysShowPlaceholderText>false</w:AlwaysShowPlaceholderText> <w:DoNotPromoteQF/> <w:L
US</w:LidThemeOther> <w:LidThemeAsian>X-NONE</w:LidThemeAsian> <w:LidThemeComplexScript>X
NONE</w:LidThemeComplexScript> <w:Compatibility> <w:BreakWrappedTables/> <w:SnapToGridInC
<w:UseAsianBreakRules/> <w:DontGrowAutofit/> <w:SplitPgBreakAndParaMark/> <w:DontVertAlign
<w:DontBreakConstrainedForcedTables/> <w:DontVertAlignInTxbx/> <w:Word11KerningPairs/> <w
</w:Compatibility> <w:BrowserLevel>MicrosoftInternetExplorer4</w:BrowserLevel> <m:mathPr>
Math"/> <m:brkBin m:val="before"/> <m:brkBinSub m:val="&#45;-"/> <m:smallFrac m:val="off",
m:val="0"/> <m:rMargin m:val="0"/> <m:defJc m:val="centerGroup"/> <m:wrapIndent m:val="14
m:val="subSup"/> <m:naryLim m:val="undOvr"/> </m:mathPr></w:WordDocument> </xml><![endif]
<w:LatentStyles DefLockedState="false" DefUnhideWhenUsed="true" DefSemiHidden="true" DefQ
DefPriority="99" LatentStyleCount="267"> <w:LsdException Locked="false" Priority="0" Semi
UnhideWhenUsed="false" QFormat="true" Name="Normal"/> <w:LsdException Locked="false" Prio
UnhideWhenUsed="false" QFormat="true" Name="heading 1"/> <w:LsdException Locked="false" P
```

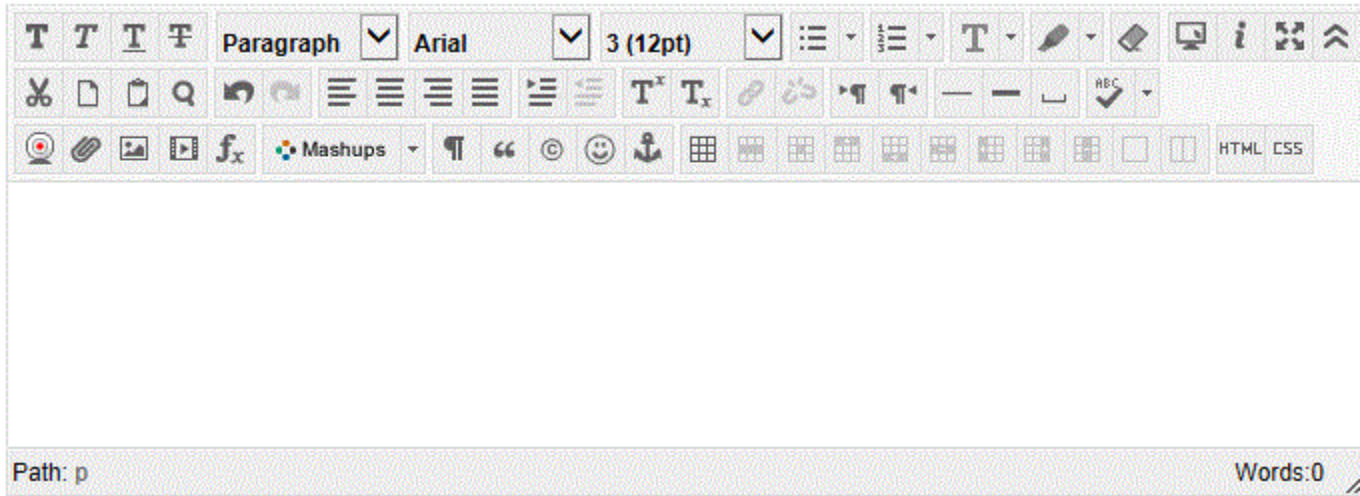
We have seen this copy and paste scenario lead to a number of page stretching issues. It can also lead to more serious problems like disabling other content on the page.

Follow these steps to ensure your content is readable in Blackboard:

1. In the Home tab of your Word document choose the Select drop down button, from the menu displayed choose Select All
2. In the Home tab of your Word document choose the Copy button
3. Open Notepad (Windows) or TextEdit (Mac)
4. Make sure your cursor is in the text field then choose Edit, from the menu displayed choose Paste
5. Choose Edit, then from the menu displayed choose Select All
6. With the content ready in your computer's clip board, access the Blackboard and the location you wish to place the content

7. Place your cursor in text box. In the Content Editor choose the paste  button. NOTE: Each browser functions differently with the Content Editor

8. Format your text with the functions within Content Editor



9. Complete the rest of the form then choose Submit