Copying and Pasting from Word into Blackboard

The formatting from Microsoft Word documents can be copied into the Blackboard Text Editor by using Blackboard’s Add Mashup tool.

1) Highlight the text in Word and press **Ctrl+C** to copy the text.

2) Click the icon < in the Blackboard Text Editor to Add Mashup.

3) From the list select Paste from Word.
4) Press Ctrl+V to paste the content into the pop up window.

AN EXAMPLE OF USING WORD FORMAT

- EXAMPLE 1
- Example 2
- Example 3

5) Press <Submit>. The text will now show in the Blackboard Text Editor in the same format as the Word document.