## Best Practice for Pasting Microsoft Word Text into Blackboard

When copying and pasting text from a Word document or other word processors, it is best to remove the formatting before pasting the text into Blackboard. Microsoft Word creates all sorts of extra code that makes it nearly impossible to clean up once it has been put into Blackboard and in some cases can cause error messages. *It is especially important to remove the extra coding if you are copying and pasting text from Word into Blackboard's Test or Survey canvas, or the Announcements area*.

If you are a **PC user**, we would recommend that if you want to copy and paste text from Microsoft Word into Blackboard, that you copy your text, and then paste from Word into **Notepad** (available under the **Accessories** option in the **Start Menu).**
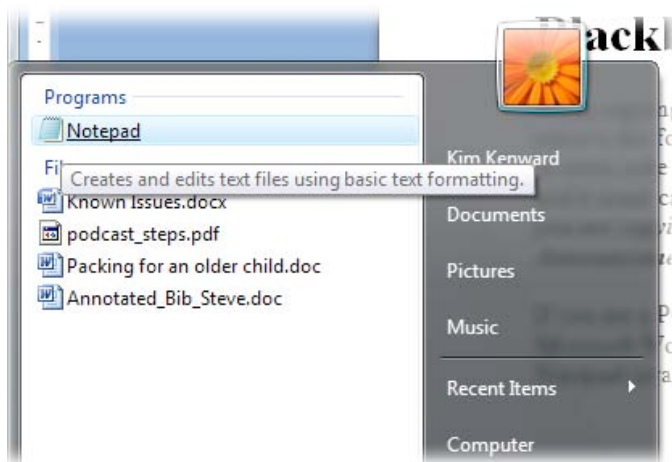
Once you have pasted the text into Notepad, simply copy it again and paste into the desired Blackboard textbox editor. Notepad strips the code and formatting so that you can then use the visual editor in Blackboard to change the formatting and font styles.
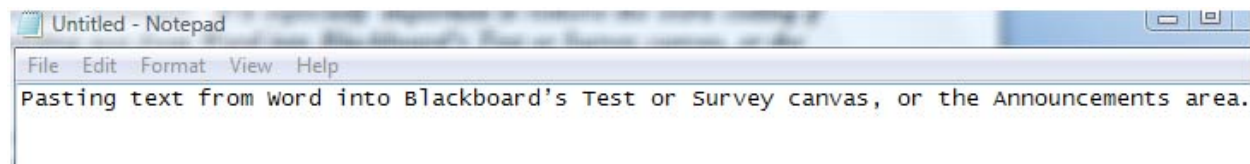
1. **Content Information**

If you are a Macintosh user, you'll want to use **TextEdit** (found in your Applications folder). To get plain text, paste your text into TextEdit and then select **Format** and select **Make Plain Text**. Once you have made it plain text, simply copy it again and paste into the desired Blackboard textbox editor. You can then use the visual editor in Blackboard to change the formatting and font styles.