

## Discussion Board – Pasting from Microsoft Word

When I'm working with a Discussion Board, I will often compose my post in Word since I can save easily and take advantage of the formatting options as well as spelling and grammar check. However, you may notice that when you copy your text from Word and paste it into Blackboard, some of the formatting isn't displayed correctly. Some people have noticed font changes and even text that gets cut off even though it is in fact posted. There is a new Mashup feature called "Paste from Word" that alleviates some of these issues. It's not perfect and requires extra clicks but it is definitely an improvement over a regular copy and paste. Below is an example:

Original Text In Word	Regular Copy And Paste	Paste from Word
Text that's formatted in Word	Text that's formatted in Word	Text that's formatted in Word
<ul style="list-style-type: none"> <li>• Bulleted</li> <li>• List</li> </ul> <p><i>Italics</i>, <b>bold</b>, <u>underline</u>, highlighted.</p> <ol style="list-style-type: none"> <li>1. Numbered</li> <li>2. List</li> </ol>	<ul style="list-style-type: none"> <li>Bulleted</li> <li>List</li> </ul> <p><i>Italics</i>, <b>bold</b>, <u>underline</u>, highlighted.</p> <ol style="list-style-type: none"> <li>Numbered</li> <li>List</li> </ol>	<ul style="list-style-type: none"> <li>• Bulleted</li> <li>• List</li> </ul> <p><i>Italics</i>, <b>bold</b>, <u>underline</u>, highlighted.</p> <ol style="list-style-type: none"> <li>1. Numbered</li> <li>2. List</li> </ol>

### Paste from Word

- Navigate to the **forum** either from the Discussion Board area or through a link within a content area.

**Discussion Board**

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

**Create Forum** Search

Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Unit 1: Discussion Board	Please respond to the readings for this week, keeping in mind the following questions: 1. how... 2. why... 3. what...	0	0	0

Displaying 1 to 1 of 1 items Show All Edit Paging...

- Click **Create Thread**.

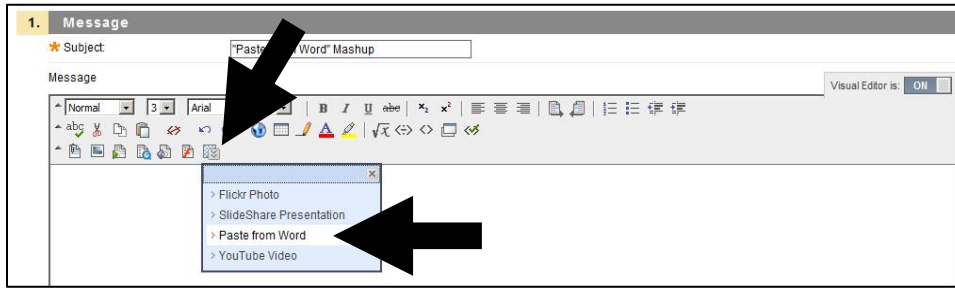
**Forum: Unit 1: Discussion Board**

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

**Create Thread** Search Collapse All Expand All

There are no accessible items or items that match the search criteria to display.

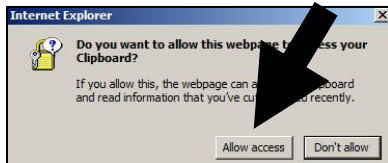
- From the **Mashup** icon, select **Paste from Word**.



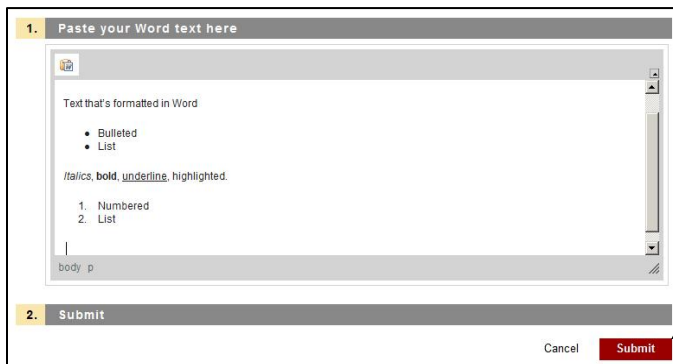
- Click the **Paste from Word** icon or use the keyboard shortcut **ctrl-v** or **command-v**.



- Click **Allow Access**.



- Click **Submit** at the top right or bottom right of the window.



- Make any modifications such as highlighting. Click **Submit** at the top right or bottom right of the window.

