

Copying/Pasting from Word into a Discussion Board

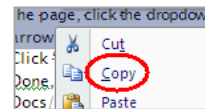
Copy Your Text from Word

Select/highlight the text and any citations (if applicable) from your Word document.

1. Click the copy icon tool from under the Home tab,
or,



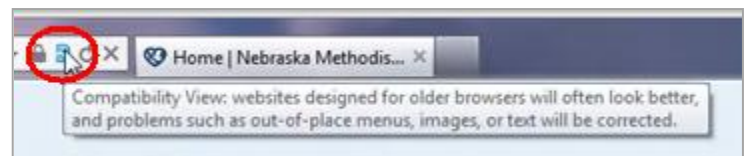
- right-click the selected text and select copy,
or,



- right-click the selected text and press the Ctrl and C keys on your keyboard.

NOTE: If you are using **Internet Explorer 9**, make sure “Compatibility Mode” is turned on. If you are using IE 8, skip to **Pasting to a Discussion Board**.

- Look for the icon (resembles a torn piece of paper) next to your address bar.
If it is gray/grayed out, you are not in compatibility mode.
- Click the icon to turn the icon blue.



Pasting to a Discussion Board

1. Access the discussion board and click “Add a Post”
2. Enter the post subject.
3. Right-click and select Paste from the dropdown menu,
or



Click the Paste  in the textbox toolbar.

Your copied text should display in the text area. (Don't panic if the formatting looks odd, you can click “Preview” to preview your post).

4. Click Submit

