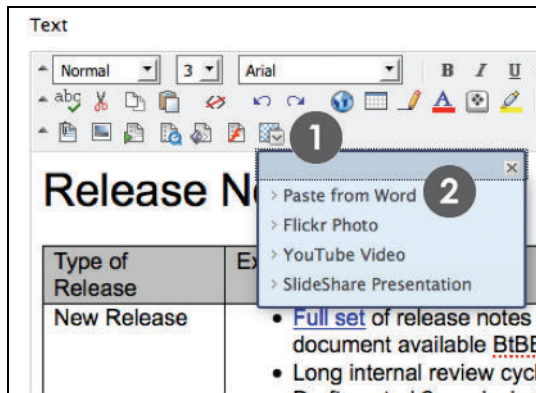


Paste From Word for Users

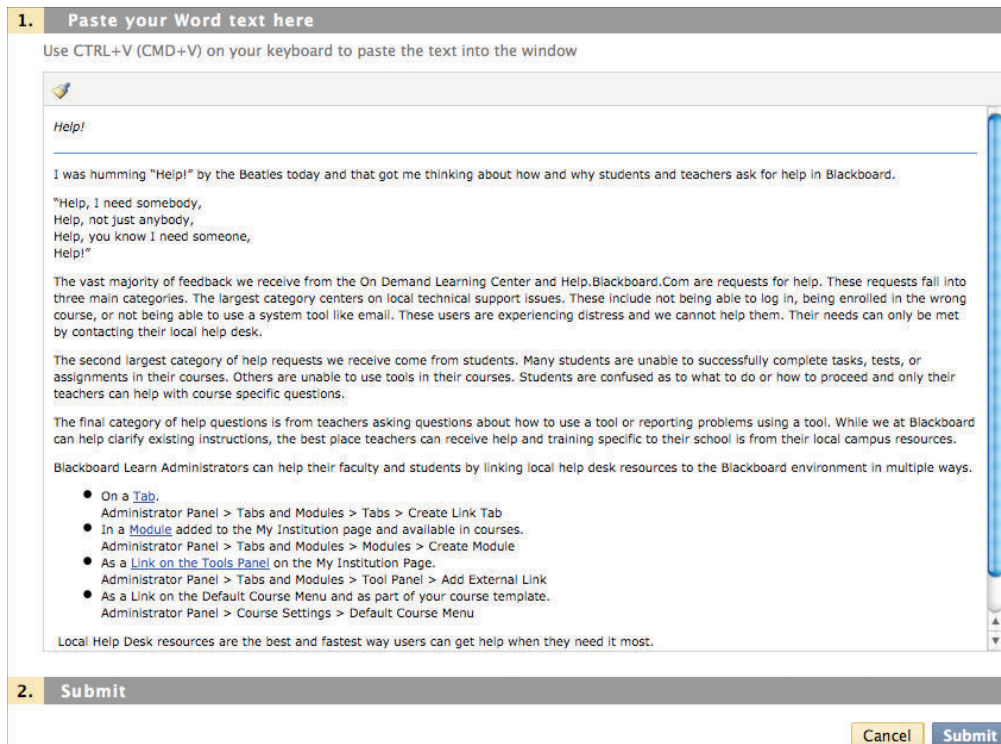
Paste From Word is a mashup that is added to the text editor. To access all the formatting functions including mashups, the text editor must be set to ON.

How to Access Paste From Word

1. From any text editor, click the Mashup icon.
2. Select Paste from Word from the drop-down menu.



3. Paste any text copied from Microsoft word in the new window. You can use the keyboard shortcuts to paste text or right click your mouse and use cut and paste menu items.



4. Click **Submit**. Your text now appears in the text editor.