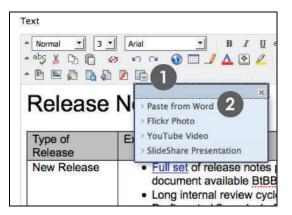


Paste From Word for Users

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.

| e CTRL+V (CMD+V) on | your keyboard to paste th | ie text into the window | | | |
|--------------------------------------|--|------------------------------|--------------------------------|--|------|
| 1 | | | | | |
| lelp! | | | | | |
| was humming "Help!" by th | e Beatles today and that got m | e thinking about how and | why students and teachers ask | for help in Blackboard. | |
| Help, I need somebody, | | | | | |
| lelp, not just anybody, | | | | | |
| ielp, you know I need some ielp!" | one, | | | | |
| hree main categories. The la | rgest category centers on loca use a system tool like email. Th | I technical support issues. | hese include not being able to | sts for help. These requests fail log in, being enrolled in the w hem. Their needs can only be r | vron |
| | | | | lly complete tasks, tests, or or how to proceed and only th | neir |
| | | | | using a tool. While we at Black rom their local campus resource | |
| ilackboard Learn Administra | cors can help their faculty and | students by linking local he | p desk resources to the Black | board environment in multiple | way |
| • On a Tab. | | | | | |
| | Tabs and Modules > Tabs > 1 | | | | |
| | the My Institution page and a Tabs and Modules > Modules | | | | |
| | s Panel on the My Institution P | | | | |
| | Tabs and Modules > Tool Par | | | | |
| | ult Course Menu and as part o • Course Settings > Default Co | | | | |
| ocal Help Desk resources a | re the best and fastest way use | ers can get help when they | need it most. | | |
| Submit | | | | | |
| AND THE REPORT OF THE OWNER | | | | | |

4. Click Submit. You text now appears in the text editor.