



## Pasting Text into Blackboard

If you are developing an online course, chances are really good, that some part of the text that is put into your shell will be text from other source documents such as syllabus documents in Word, .pdf files, copied html, etc. If you've done this, you've probably already discovered the perils of copying and pasting rich text and other formats into the Blackboard text editor such as:

- *You paste and it looks the way you want until you hit submit; then the formatting changes.*
- *The formatting you do appears to work until you hit submit. Then it changes or doesn't "take".*
- *You use the formatting tools, the appearance of the text in the editor doesn't change.*

It's unsettling, irritating, and highly frustrating. It's tempting just to copy, paste, and not deal with the resulting inconsistencies.

However, in an online course, **consistency of formatting is**

**important**, so resist the temptation to ignore it. Instead, use some one of the tricks outlined here to help address formatting (and reformatting) issues that hinder you from offering a cohesive, consistent learning experience for your online learners.

### Golden Rule

***Consistency in wording and formatting is critical in an online course.***

## Blackboard Paste Sanity Savers

### Option 1: Use the Mashup (aka "Paste From Word")

The text editor has a helper tool designed to convert formatting differences between Word and the format liked by the Bb text editor. Instead of pasting text directly into the text area, find the mashup, and paste into it instead. Look at the snip below. Usually after I paste using this method I reapply the font that I want, usually Arial size 3.

### Option 2: Save as RTF

Another option that saves some sanity with only a little more work is to save the original file, usually a Word document, in .rtf format using Word's File Save As command. You will lose some formatting with this method, but not the important formatting: bolding, italics, etc. Open the resulting file, and copy and paste directly in the Bb text editor. Submit your changes, then look and see what you get.

### Option 3: Save as Text (Editor's Choice)

If your file doesn't contain complex formatting, html, or tables, your best bet may be to save your document as a text (.txt) file. Then you can copy and paste from the text file at will and what you paste will be cast in the default font and size when you submit. You can still format either in the editor before submitting or format later without weirdness.

## Paste From Word "Mashup" in Bb Text Editor

