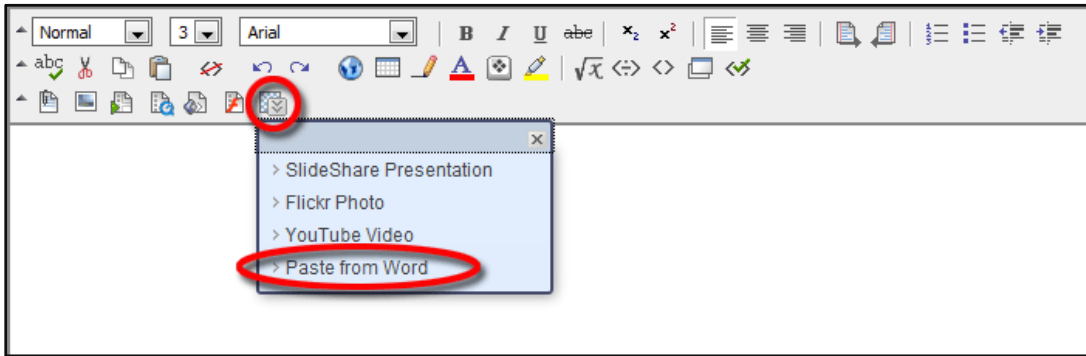


Using the “Paste From Word” Mashup Tool

Microsoft Office products use a proprietary form of mark up (code) that for the most part, only MS Office understands. It does not comply with W3C standards and should not be directly pasted into web-based text boxes (ie, Blackboard). We have, however, installed a mashup tool that will allow you to paste from Word into Blackboard. The mashup tool removes/converts the code from MS Office to standards-based HTML.

The **Paste From Word** mashup tool is accessed from the Bb textbox editor. This can be used when creating content, announcements, etc. The last button in the third row of the textbox editor contains the mashup tools. The last tool in the list is the **Paste From Word** mashup.

1. Select the **Paste from Word** option from the mashup tool set.



2. In the window that opens, click the **Paste from Word** button.



- Paste the content you copied from MS Office into the Paste box and click **OK**.



- Click **Submit** to return to the textbox editor.

This tool does an adequate job of converting text. Some reformatting may be needed to get it looking exactly like what you had in the original document. The textbox editor has all the tools you should need to format your text.

The **Paste From Word** mashup will not include any images embedded in the document. Images will need to be inserted using the textbox's **Attach Image** button.