



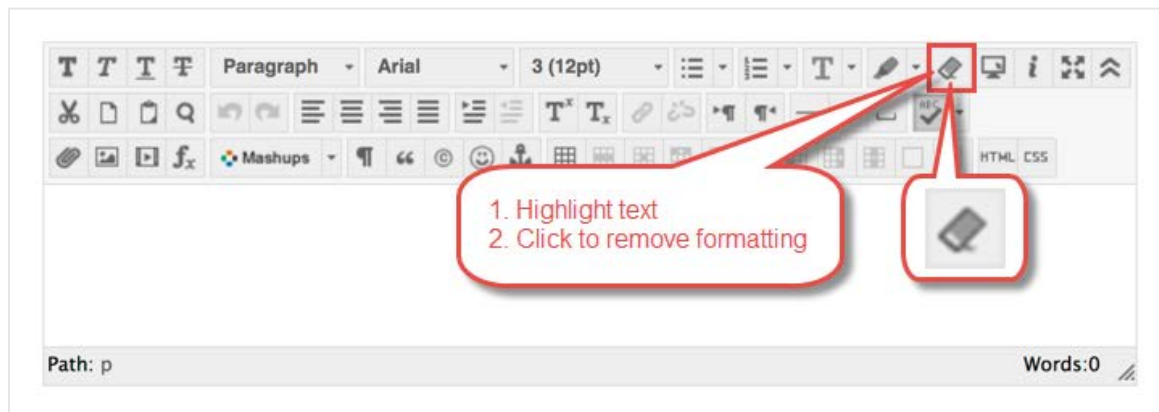
# I COPIED AND PASTED FROM A WORD DOCUMENT AND NOW THE FORMATTING IS OFF. WHAT HAPPENED?

Word has invisible code that determines how the document is formatted. Simply copying and pasting directly into the Blackboard window may insert extra characters and wreak havoc with the format.

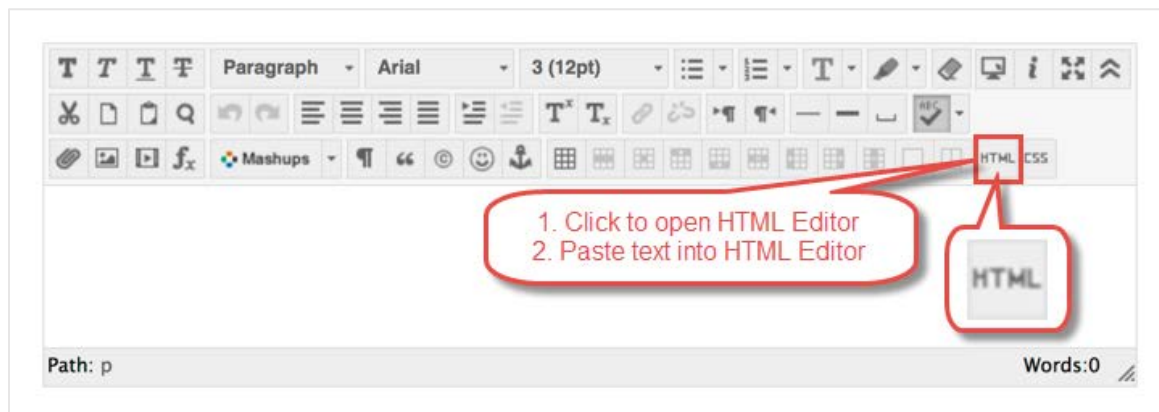
**ALWAYS KEEP A COPY OF YOUR WRITTEN WORK IN WORD.**

We recommend using **EITHER** option noted in the images below:

## OPTION 1: REMOVE FORMATTING AFTER INSERTING TEXT



## OPTION 2: PASTE TEXT INTO HTML EDITOR



**PLEASE NOTE: IF YOU ARE FORMATTING FOR APA, MLA OR ANY STYLE GUIDE, DO NOT COPY/PASTE. ATTACH THE DOCUMENT INSTEAD.**