



# Copy and Paste in Blackboard

When copying any content from a web browser (within Blackboard, or from another web page), the paste function produces some errors. The problem only occurs when copying from a web browser. Copying from any other content source, including Microsoft Word and PDF, does not experience errors.

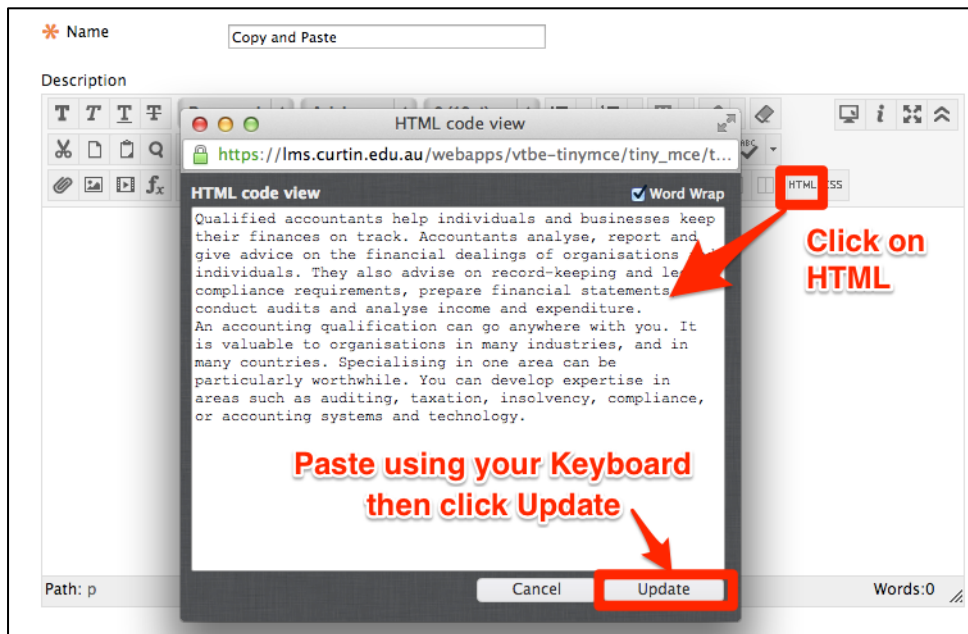
 <p><b>Windows PC with Firefox</b></p>	 <p><b>Mac OSX with Safari, Firefox or Chrome</b></p>
<p>On a Windows PC, the paste function does not work correctly on the <b>Firefox</b> web browser only.</p> <p>We recommend using <a href="#">Google Chrome</a> as your web browser, which does not experience this error.</p> <p>If you continue to use Firefox, you will need to copy and paste your content into Microsoft Word, and then copy from Microsoft Word then paste into Blackboard using your keyboard. Please follow the steps below to do this.</p>	<p>On Mac OSX, the paste function does not work correctly with <b>Safari, Firefox or Chrome</b> web browsers.</p> <p>You need to copy and paste your content into Microsoft Word, and then copy and paste into Blackboard using your keyboard. Please follow the steps below to do this.</p>

## Steps to work around this issue

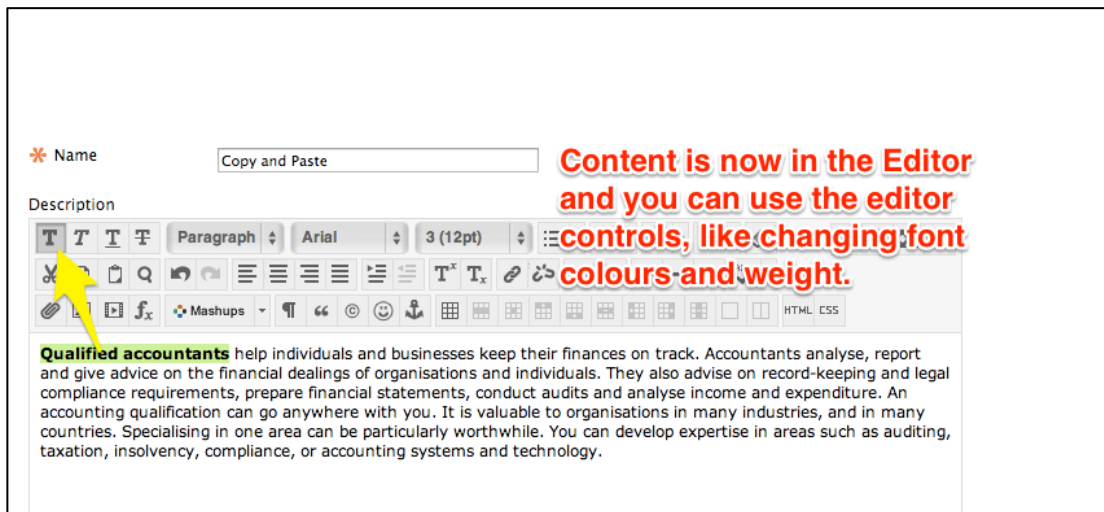
If you are on a PC, use [Google Chrome](#). This problem does not occur in Chrome.

If you are on a Mac, follow the steps below.

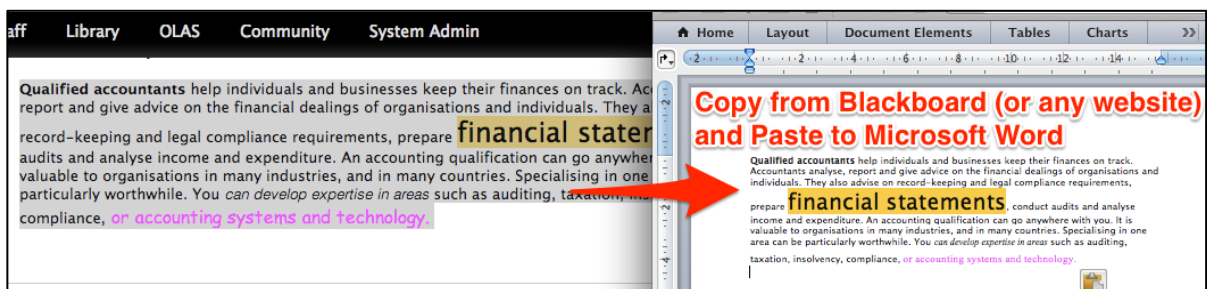
1. **Select and Copy** content from within the web browser using your mouse and keyboard (Control-C / Command-C). For example: copy content from a Blackboard discussion post; or copy content from Wikipedia.
2. Browse to the content area you want to paste into.
3. If you have only one or two paragraphs,
  - a. Click the **HTML** button and **Paste** using your keyboard (Control-V / Command-V) into the HTML pop-up window.



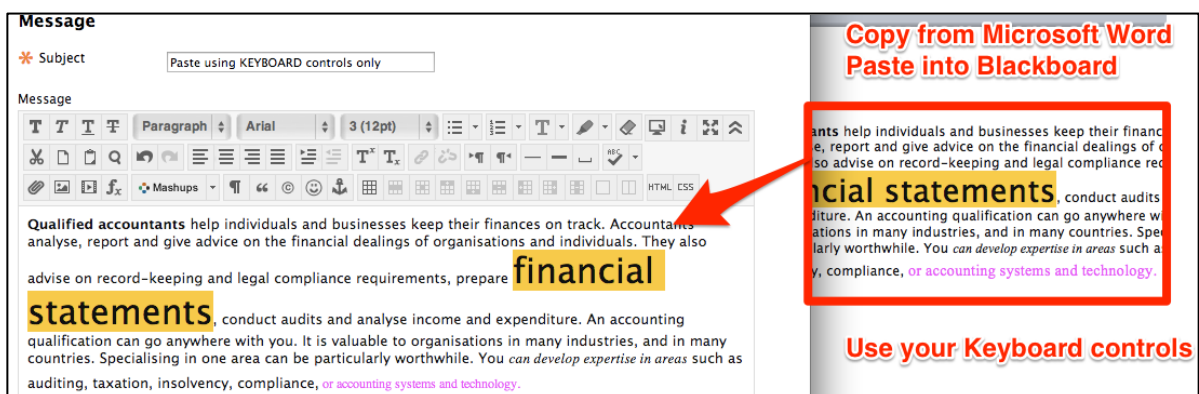
- b. Click **Update**
- c. You will now see your content in the content editor. You can now format the text using the editor controls (adjust font, font size, font colours, insert multimedia etc.).



- 4. However, if you have a long block of text or want to retain formatting,
  - a. **Paste** your copied text using your keyboard (Control-V / Command-V) into **Microsoft Word**



- b. **Select and Copy** (Control-C / Command-C) the content from Microsoft Word, and then **Paste** into the Content Editor using your keyboard controls (Control-V / Command-V). You will see it keeps the original formatting:



- c. Click **Submit** to save your new content item.