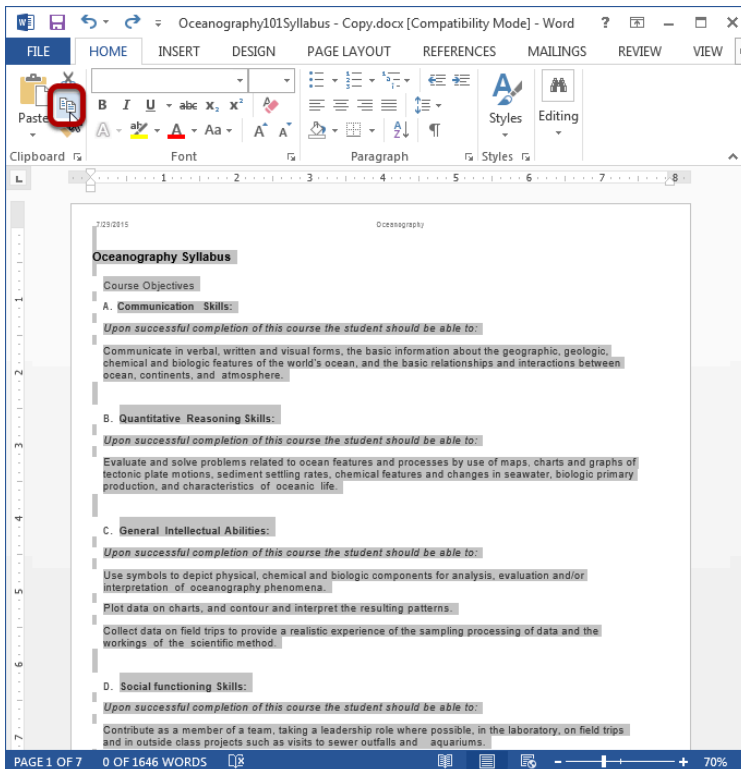


# How do I paste text from a Microsoft Word document to a text box?

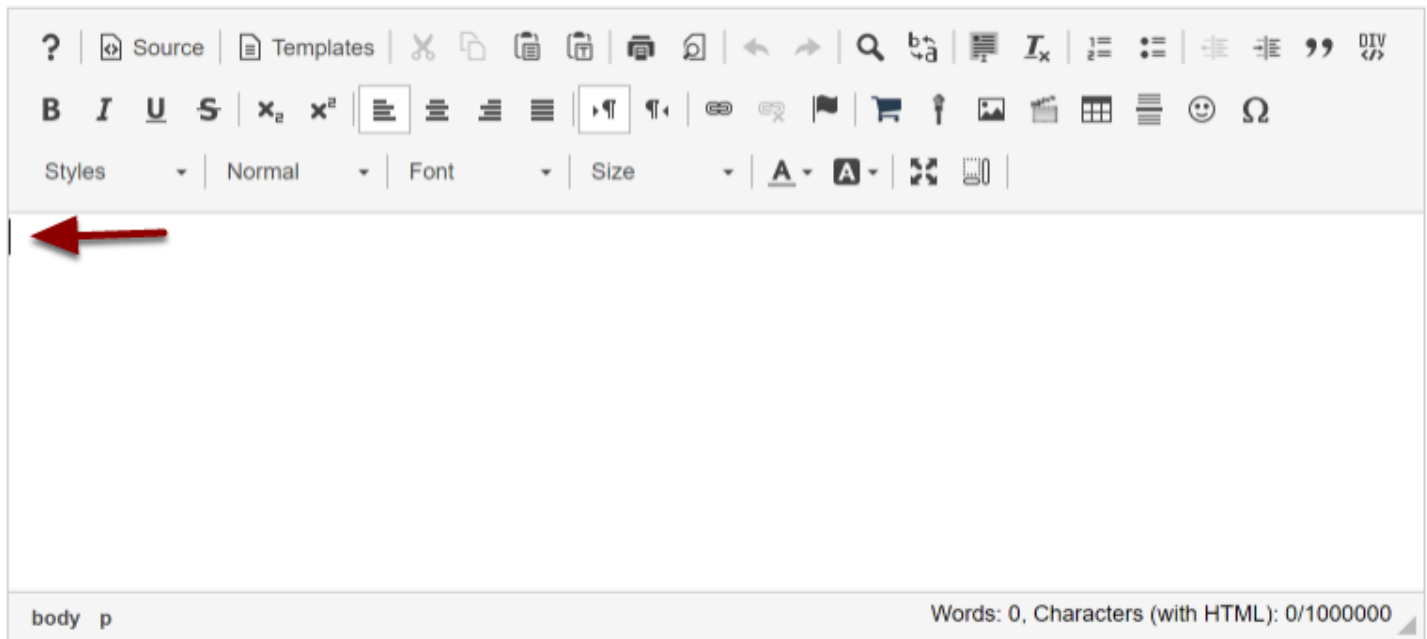
*Note: In the most recent version of the Rich Text Editor, Word-specific tags are removed automatically when copied text is pasted into the editor.*

## Copy the text from Word.



Copy the text in your MS Word document to your computer's clipboard (CTRL-C for PC or COMMAND-C for MAC).

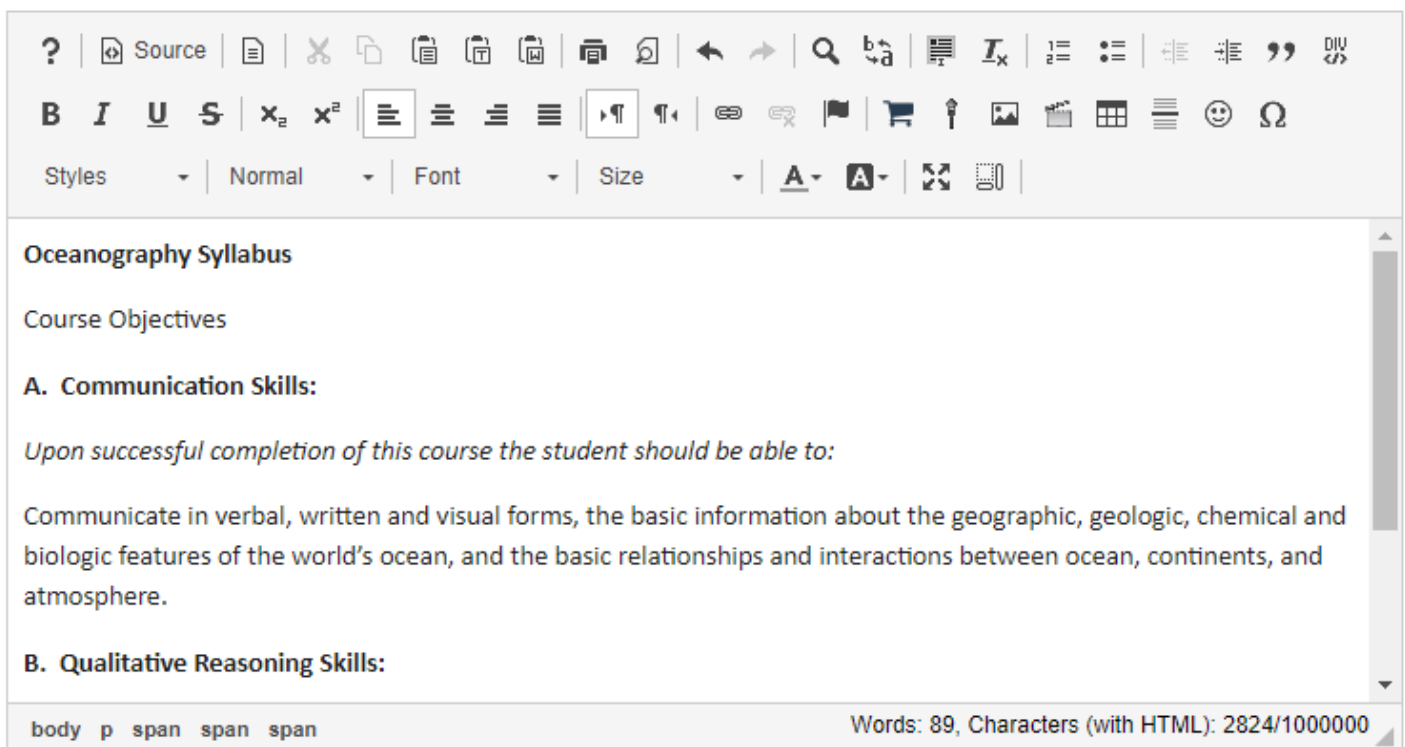
## In the Rich Text Editor, paste the text.



The screenshot shows the top portion of a Rich Text Editor. The toolbar includes various icons for editing, such as undo, redo, search, and text alignment. Below the toolbar, there are dropdown menus for 'Styles' (set to 'Normal'), 'Font', and 'Size'. The main text area is currently empty, with a red arrow pointing to the left margin. At the bottom right of the editor, a status bar displays 'Words: 0, Characters (with HTML): 0/1000000'.

Place your cursor where you wish to paste the text. You must paste your text using the keyboard shortcuts (CTRL-V for PC or COMMAND-V for MAC).

## View Word content in the editor.



The screenshot shows the same Rich Text Editor as above, but now containing pasted text. The text area displays the following content:

**Oceanography Syllabus**

Course Objectives

**A. Communication Skills:**

*Upon successful completion of this course the student should be able to:*

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic, chemical and biologic features of the world's ocean, and the basic relationships and interactions between ocean, continents, and atmosphere.

**B. Qualitative Reasoning Skills:**

At the bottom right, the status bar now shows 'Words: 89, Characters (with HTML): 2824/1000000'.

The pasted content will now appear in the Rich Text Editor and you may edit it there to display the desired formatting.