

## How to paste from Word to studentcentral – the Mashup Method

### Benefits

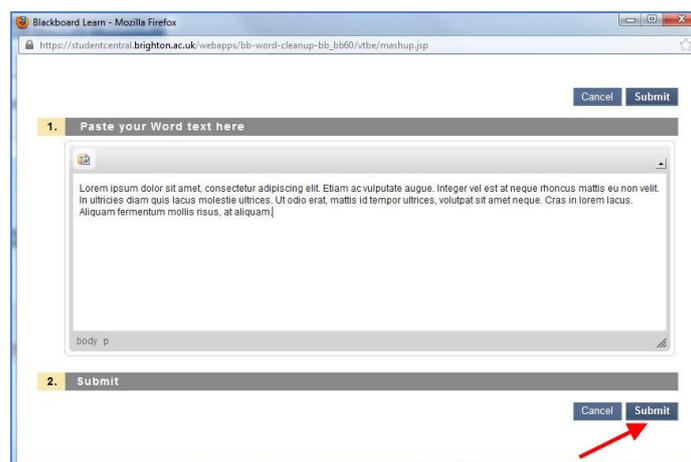
If you've ever tried pasting in text from Word or an email into studentcentral, you'll know that it doesn't always work in the way you expect it to. This is a common problem when copying to the web, not just studentcentral. The reason this happens is that underlying formatting, contained in the Word document, is retained when you copy the text and this can mess up the way it displays when pasted into an announcement or a content item in studentcentral.

The **Mashup Method** ensures good results when copying from Word to studentcentral.

### How to do it



1. Begin the process of adding an announcement (or an item in a content area) in the usual way, so, for example, if you're adding an announcement, go to the Announcements part of your study area, click **Add Announcement** and type a subject into the box
2. Go to your Word document and copy the text you wish to paste into the Announcement **Message** box
3. Now switch back to studentcentral and click the **Add Mashup** button on the **Message** box toolbar (see picture above)
4. From the drop down menu of the Mash Up tool, click **Paste from Word**
5. Next, click into the empty box and use the keyboard combination **Ctrl + V** (or **CMD + V** on a Mac) to paste in your text (see next picture)



6. The pasted text will appear in the box, stripped of any of the underlying formatting
7. Click **Submit** to insert the text into the Announcement Message box
8. Note that you may still have to delete any unwanted extra blank lines in the Announcement Message box
9. Continue creating the announcement in the usual way
10. When you are ready, click **Submit** to finish

Note: The paste option will retain most of your standard formatting including paragraphs, bold, underline, bullet and number lists and simple tables. And you can use the formatting options in the studentcentral text editor to change anything else that's needed.

This feature works best in Internet Explorer (IE) on a PC; if you use Firefox or Safari the separate pop-up box that allows you to paste text in sometimes appears behind the main Internet window.