Copy and paste text to prevent loss

While you add text to your course, you can protect against loss of work if an internet connection loss or software error occurs. You can type in an offline simple text editor, such as Notepad or TextEdit, and then copy and paste your work into your course.

Or, before you submit or save, you can copy all of the text you want to add. Select the text and right-click to copy it. You can also use key combinations to copy and paste:

- Windows: Ctrl + A to select all the text, Ctrl + C to copy, and Ctrl + V to paste.
- Mac: Command + A to select all the text, Command + C to copy, and Command + V to paste.

Can I paste text from Microsoft® Word?

You will have the best results if you type your text directly in the editor and format it with the available options.

You may see issues when you copy and paste text from a Word document directly into the editor. Your original formatting may not appear as you want. You may also not be able to remove or add formatting after you paste the text into the editor. To avoid the formatting issues, you can remove the formatting and reformat it with the functions in the editor.

To remove the Word formatting after you paste the text in the editor, select all the text and select the Remove Formatting icon. Only use this option if you understand that all formatting will be removed. All bullets, numbered lists,
indentations, line spacing, centered text, and font formatting and sizing will be removed.

Or, before you add your text in the editor, you can paste it into an offline simple text editor, such as Notepad or TextEdit, and clear the formatting. Then, you can paste the text into the editor and format it as you want.

Add text

Doesn't seem familiar? Jump to the "Ultra" help about adding text.

The editor appears wherever you can add and format text, such as in assignments, tests, discussions, blogs, and journals.

Create Blog Entry

Indicates a required field.

BLOG ENTRY INFORMATION

Title  So many types of ice

Entry Message

http://www.whoi.edu/arcticedge/arctic_west03/facts/facts_ice.html

Gotta love some of the names: bergy bit, bummock, growler, fast ice, pancake ice...!
You can also use the functions in the editor to attach files, embed multimedia, and insert equations, links, and tables. You have creative control over how your content appears and the flexibility to change the order and appearance.

The default view is WYSIWYG (What You See Is What You Get). You can select the HTML Code View icon and edit or add code.

You can also right-click text to access commonly-used functions. The menu changes based on the location of the cursor and whether or not you have selected text.