

Three Ways to Paste Clean Text into a Bb Text Box Editor

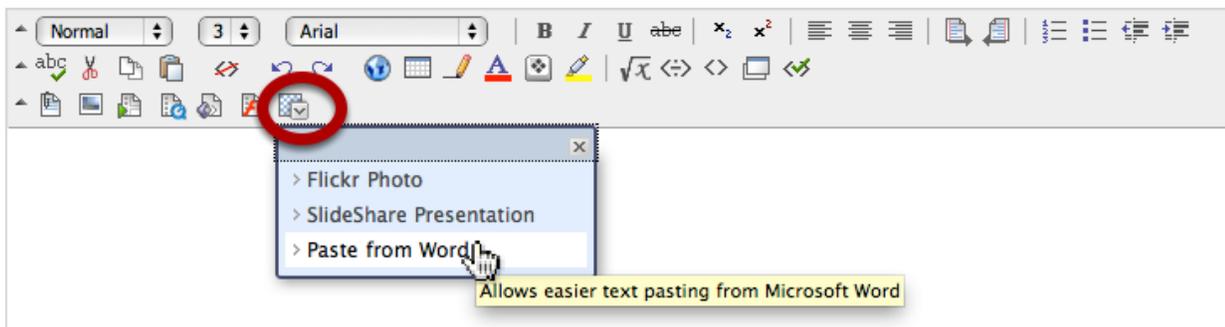
Why?

Text pasted directly into a Bb Virtual Text Box Editor from MS Word documents or other Rich Text files could either not display correctly or cause content on the page to be hidden from view for both student and instructor.

How To

1. Copy-Paste using the Bb WYSIWYG Paste from Word Tool

In the Bb 9 Text Edit box tool bar, click the **Add Mashup** icon and select *Paste from Word*.



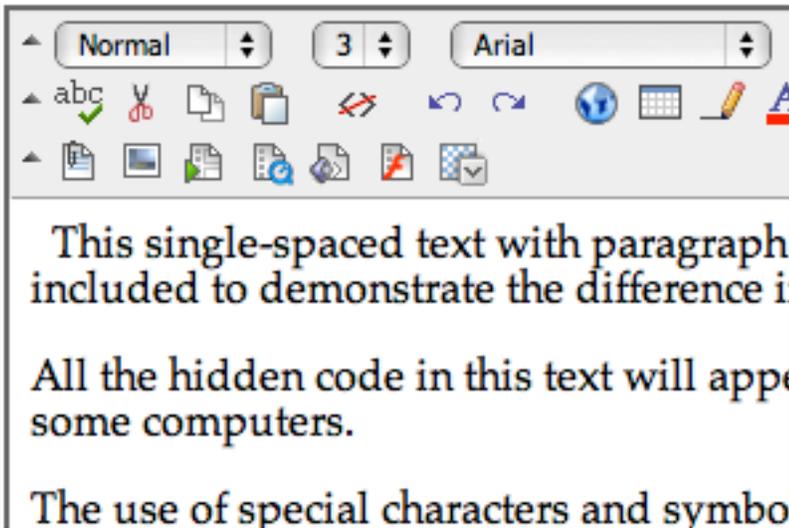
In the new window

1. Paste the text into the text box. 2. Click either **Submit** Button.



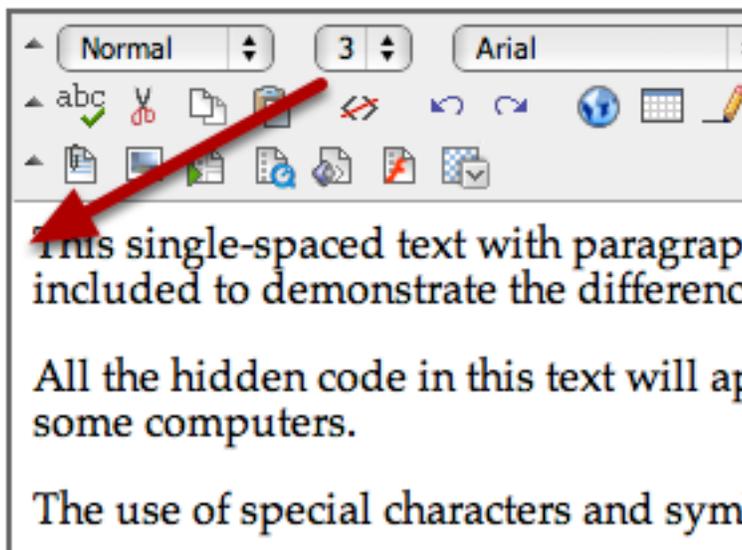
Some text may be indented or may appear below the bottom of the text box editor.

This sample indented the first line by 2 spaces. Other samples have indented all paragraphs and added empty lines above the first line of text.



To change that, place your cursor in front of the first word and use the Delete key as needed

If other paragraphs are affected, use the Delete and Return keys as needed to format the text layout.



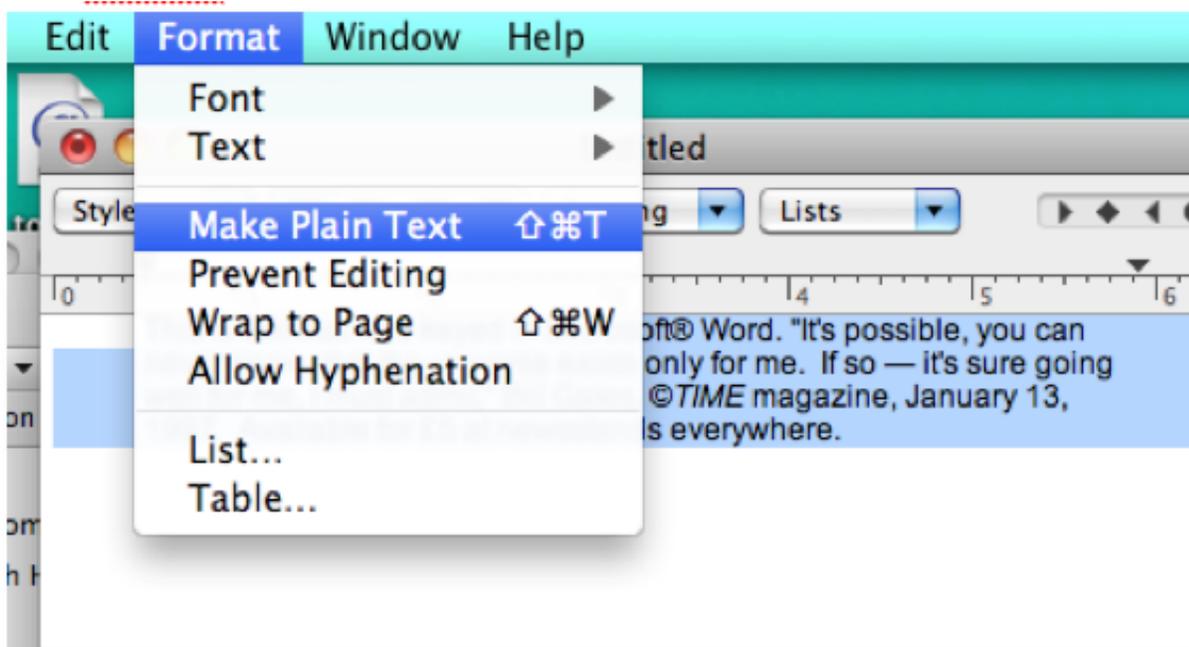
Click the Bb **Submit** button at the top or bottom of the page.

2. Copy-Paste-Copy-Paste with a Plain Text Editor

- Select the text in your Word document and copy it.
 - Paste the text into a plain text document
 - Windows *Notepad* or
 - Mac *TextEdit* formatted as plain text, or an application like Text Wrangler from BareBones.com (free).
- The plain text file can be saved with the file extension *.txt*, if desired, but it is not necessary.
- Select the text again in your plain text document, copy it, and paste it into your Bb Text Box Editor.

Mac TextEdit Format > Make Plain Text

In Mac TextEdit, select the text and use the Format menu to Make Plain Text.



Either method should clean the text formatting code, such as font size, style, etc.

After You *Copy-Paste-Copy-Paste* or Use the *Paste from Word* Tool

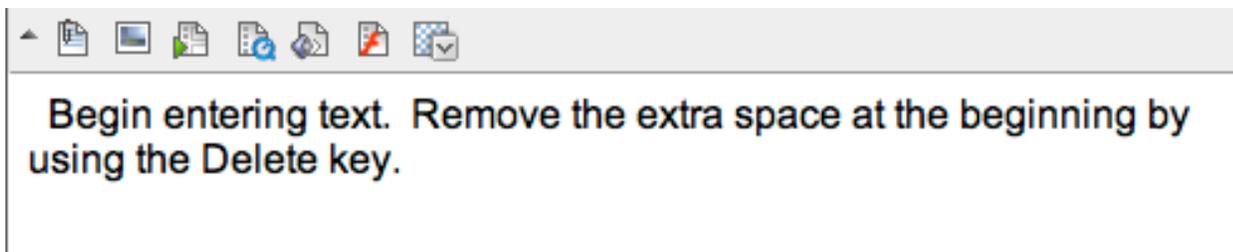


With either method, you may still have some special character or other code hidden in the text that may cause display issues in the text box.

If you know some HTML, you can use the *Toggle HTML Source Mode* tool to fix special character or other issues using HTML code.

See: <http://www.yourhtmlsource.com/text/specialcharacters.html>
The website has lists of special character HTML codes.

3. Enter the content directly into the Text Editor using the Keyboard



This will avoid the introduction of hidden HTML code from the text of a word-processing document pasted into the Bb Virtual Text Box Editor.

Interestingly, the text box seems to add an extra space or two at the beginning of the first line. Use the Delete key to remove those spaces.

What Might Happen if I Don't Use One of These Methods?

Minimally, your text will not display correctly.

Major issues could include, but are not limited to, Bb hiding content on the page so students or the instructor do not see it in some browsers on some computers

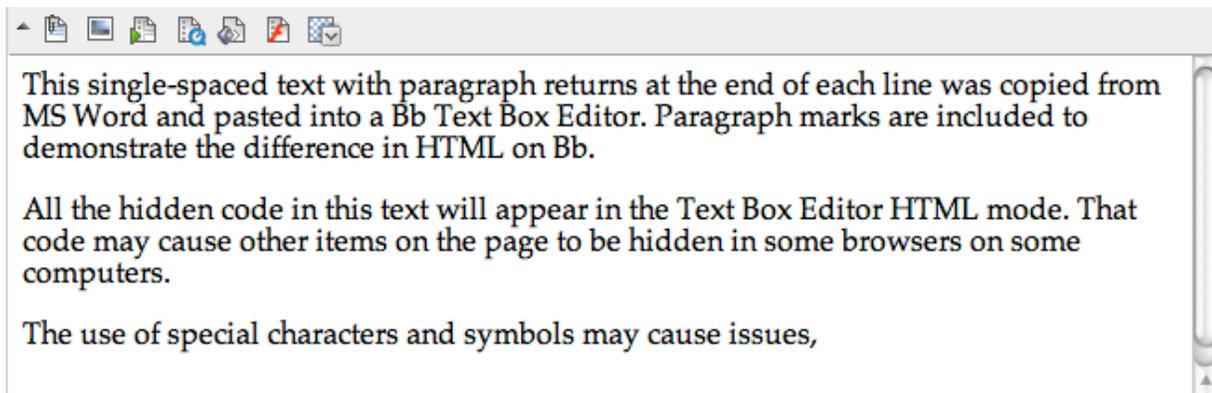
Example in MS Word

MS Word text displaying paragraph marks, formatted as single-spaced.

This single-spaced text with paragraph returns at the end of each line was copied from MS Word and pasted into a Bb Text Box Editor. Paragraph marks are included to demonstrate the difference in HTML on Bb. ¶
All the hidden code in this text will appear in the Text Box Editor HTML mode. That code may cause other items on the page to be hidden in some browsers on some computers. ¶
The use of special characters and symbols may cause issues, ¶

The Text in Bb Text Box Editor

HTML code places a double-space at the end of a paragraph although the original was single-spaced. This is normal HTML display for paragraphs.



How it looks in HTML Mode in Bb

Because the content from Word and other Rich Text files contains all the hidden code with formatting instructions, the HTML code in the sample text looks like this.

```
<!-- Start Mashup --> <p><!-- Start Mashup --></p> <p><!--StartFragment--></p> <p
class="MsoNormal" style="margin-bottom: 0.0001pt;"><font class="Apple-style-span"
face="Palatino"><!--StartFragment--></font></p> <p class="MsoNormal"
style="margin-bottom: 0.0001pt;"><font class="Apple-style-span" face="Palatino"><a
name="OLE_LINK13"></a> <!--StartFragment--></font></p> <p class="MsoNormal"
style="margin-bottom: 0.0001pt;"><a name="OLE_LINK17"></a><font class="Apple-
style-span" face="Palatino"> <!--StartFragment--> </font></p> <p
class="DefaultParagraph" style="margin-top: 0in; margin-right: 7pt; margin-left: 0.5in;
margin-bottom: 0.0001pt; line-height: 13pt;"><font class="Apple-style-span"
face="Arial">
<!--StartFragment-->

<p class="MsoNormal" style="margin-bottom: 0.0001pt;"><span style="font-family:
Palatino;">This single-spaced text with
paragraph returns at the end of each line was copied from MS Word and pasted
into a Bb Text Box Editor.<span>&nbsp;</span>Paragraph
marks are included to demonstrate the difference in HTML on Bb.<o:p
/></span></p>

<p class="MsoNormal" style="margin-bottom: 0.0001pt;"><span style="font-family:
Palatino;">All the hidden code in this text
will appear in the Text Box Editor HTML mode. That code may cause other items
on the page to be hidden in some browsers on some computers.<o:p /></span></p>

<p class="MsoNormal" style="margin-bottom: 0.0001pt;"><span style="font-family:
Palatino;">The use of special characters and symbols
may cause issues,<o:p /></span></p>

<!--EndFragment-->

</font></p> <!--EndFragment--> <!--EndFragment--> <p><font class="Apple-style-
span" face="Palatino"> <!--EndFragment--></font></p> <p><!--EndFragment--></p>
<div> <div style="font-family: Arial; font-size: 16px; line-height: 17px;"> <!-- End
Mashup --></div> </div>
```

Bb Support 6/30/11

Resources:

artisan content, artisancontent.com

Bare Bones, barebones.com

Billy's Web Design Blog, www.billyswebdesign.com

Cats who Code, www.catswhocode.com/blog/10-useful-online-code-editors

College of Education, University of Missouri, education.missouri.edu

University of West England, info.use.ac.uk