How to Copy & Paste Between Programs

Open your word processor and the document you want to copy.

Use your mouse to highlight the text or click on **Edit** in the menu bar and select **Select All**. Copy the selected text. There are several ways to do this. You can select **Edit** in the menu bar and select **Copy**.

Connect to Blackboard, if you are not connected already. Usually this task is completed in Discussion Board, but can be done in other appropriate areas. Navigate to the appropriate text box and make sure your cursor is in the text box where you want to paste the copied item.

What you click to **paste** your copied item into Blackboard will depend on which browser you are using.

To paste your assignment using the Microsoft **Internet Explorer**, click on the **paste** icon above the message area.

![Internet Explorer paste icon](image)

**NOTE:** If the visual text box editor is disabled, click on the Edit in the menu bar at the top of the browser window and select **Paste** to paste your assignment. You can also press CTRL + V to paste.

To paste your assignment using the **Firefox** browser, click on Edit in the menu bar at the top of the browser window and select Paste.

![Firefox paste icon](image)

Click the **Submit** button. When you return to the Contents page of the discussion forum, you should see the subject line of your message appear in the list.