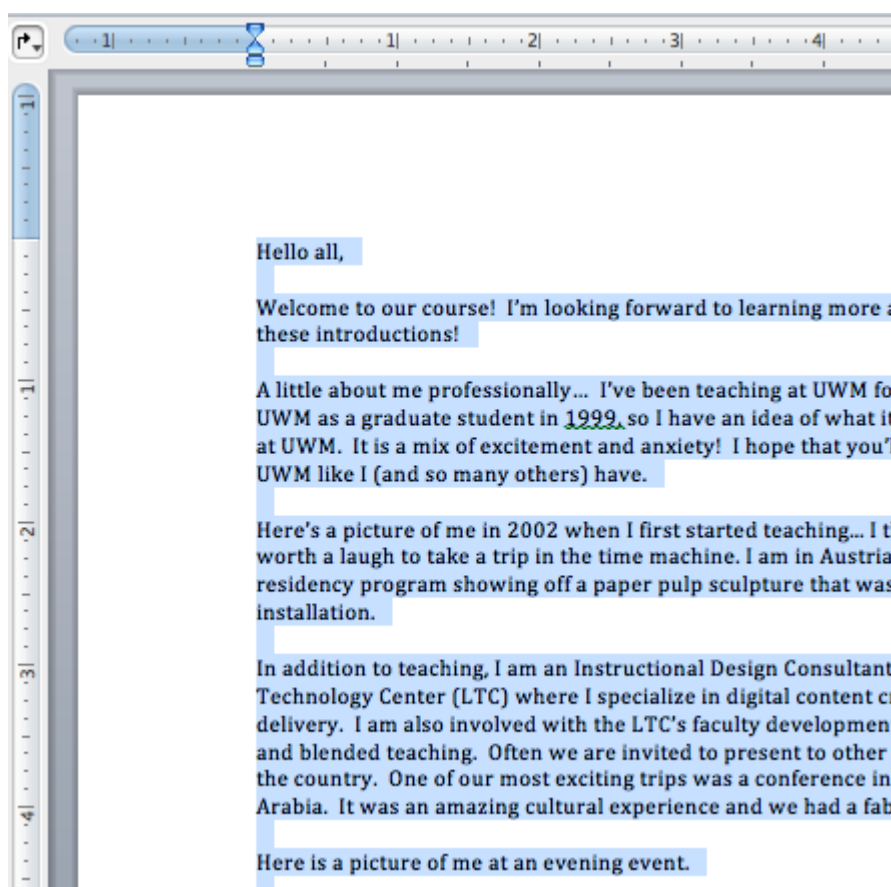


# Copy and paste text from word processing software into a D2L Discussion Post (V10.3)

This tutorial will show you how to copy and paste text from MS Word (or other word processing software) and paste into a D2L Discussion Post.

You may consider printing this tutorial and referencing it as you work. A printable PDF version of this tutorial can be found here: <https://db.tt/fZ2n0fB4>

## Step #1



1. To copy text composed in MS Word, highlight the full text by clicking into the text area and hitting [CTRL+A]

- on your PC keyboard or [Command+A] on your Mac keyboard.
2. Then copy the text by hitting [CTRL+C] on your PC keyboard or [Command+C] on your Mac keyboard.

## Step #2



Login to D2L at <http://d2l.uwm.edu/> and enter your course site.

1. Click on [Discussions].

Note: If you enter the Discussion Topic directly from Content, skip to Step #3.

## Step #3

**Orientation - Part 4: Introduce Yourself** ▾

*Step 1:* In Microsoft Word, write a brief introduction. This can include:

- stuff about your family,
- your favorite...whatever,
- the best thing you did this summer,
- tell us about how you got a scar,
- what's on your key ring and why,
- and etcetera... Be as creative as you want, but tell us about yourself.


*Step 2:* Find a YouTube video that you really like. If you don't have one in mind, go to: <http://www.youtube.com/>.

*Step 3:* **1** Go to the Discussion area in D2L and post a message to the class in the forum called, "All about us." Copy and paste the embed code from YouTube in the Compose area, as well. Here is a video tutorial on embedding a video from YouTube: <http://uwmltc.org/?p=10285>

> **Click to show:** 0 Unread Posts (0 total) - 1 topics in Orientation - Part 4: Introduce Yourself

1. Identify the [Forum] in which you will make a post. You may need to [Click to show] the topic.

## Step #4

Topic	Threads	Posts	Last Post
Post your introduction and YouTube video here: 		0	

1. Click the [Topic Title] to enter the topic.

## Step #5

Post your introduction and YouTube video here: ▾

☆ [Subscribe](#)


▾ [Hide Description](#)



Add a description ...


**Start a New Thread** 

1. To post a message, click [Start New Thread].

## Step #6

**My introduction** 

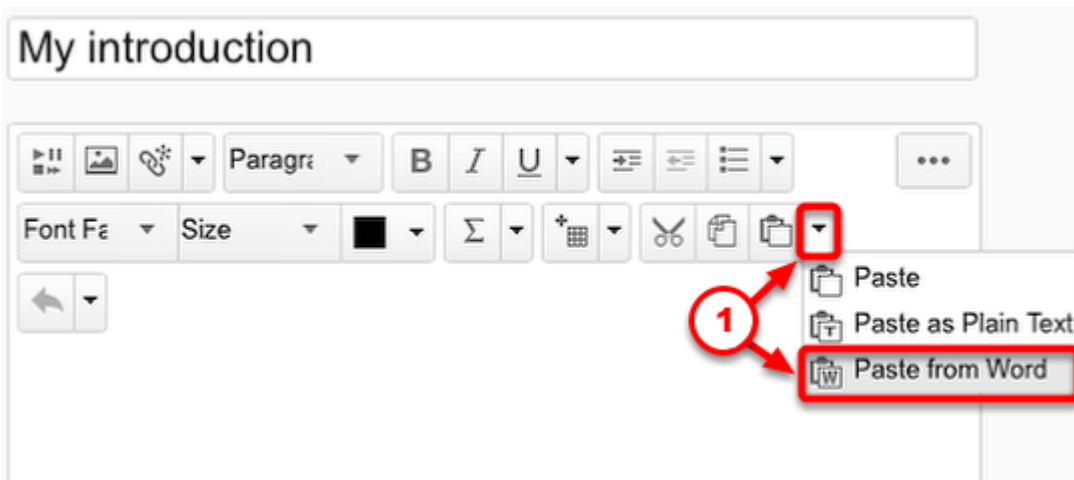


1. Enter a [Subject].

2. To paste from Word, click the [Show All Components]

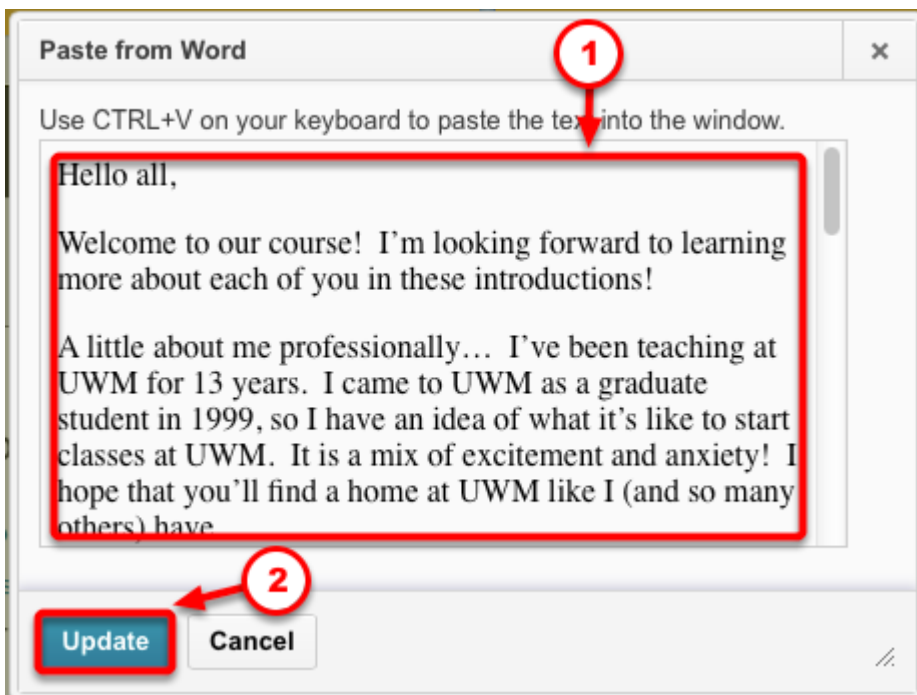
button.

## Step #7



1. Pull down the menu to the right of the [Paste] button and select [Paste from Word].

## Step #8



1. A new window will pop-up. Paste the text you copied in Word by hitting [CTRL+V] on your PC keyboard or [Command+V] on your Mac keyboard.
2. Click [Update].

## Step #9

My introduction

Paragraph **B** *I* U [List] [List] [List] [More]

Font Face Size [Color] [Σ] [Grid] [Cut] [Copy] [Paste] [Undo]

In addition to teaching, I am an Instructional Design Consultant at the Learning Technology Center (LTC) where I specialize in digital content creation and delivery. I am also involved with the LTC's faculty development programs for online and blended teaching. Often we are invited to present to other institutions around the country. One of our most exciting trips

abc </> [Image] [Link] [More]

Pin thread  Subscribe to this thread

[Post to other topics](#)

**1**

**Post** Save as Draft Cancel

1. When your text has been placed, click the [Post] button.