

# Copy and Paste Text From Microsoft Office Into a D2L Discussion Post

When pasting into D2L, users have the option of pasting as plain text (recommended) or pasting with formatting preserved. When pasting, users are prompted with the options: “Remove Formatting” or “Keep Formatting.” Colors, font size, indentation and typeface changes are preserved when formatting is kept. Table formatting and Excel cell layout are also preserved.

Note: there is no paste icon in the HTML Editor. Instead, press CTRL+V in Windows, or Command-V on a Mac. To paste as plain text, use CTRL+Shift+V in Windows, or Command-Option-Shift-V on Mac.

***D2L 10.7, September 2017***