

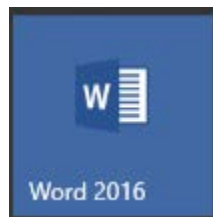
How to Clear Formatting for Discussion Board Posts

Copying text from other websites or apps and pasting it into the Create a Thread screen within the Discussion Board of a course on Blackboard can result in odd text formatting issues which will make your post difficult to read. To remove the odd formatting issues, please copy the text from your discussion board post, paste it into a blank Microsoft Word Document with the TEXT ONLY pasting option, and then copy and paste the resulting text from the Word document back into the Discussion Board post.

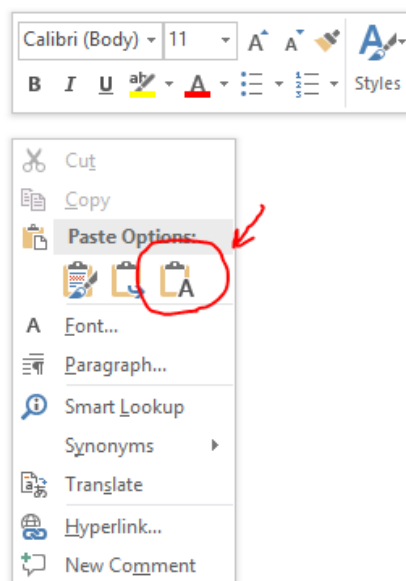
The steps below will help walk you through that process.

Step 1) Once you have finished composing your discussion board post, highlight the text, right click, and copy the text.

Step 2) Open Microsoft Word.



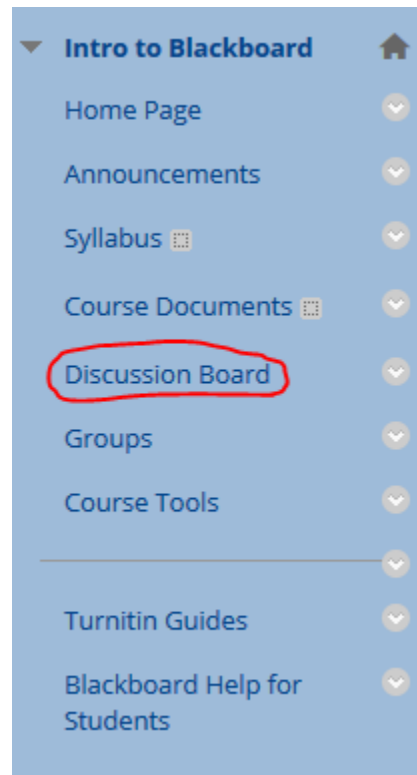
Step 3) On a blank document, right click, and select the paste option to “Keep Text Only”, as seen in the screenshot below:



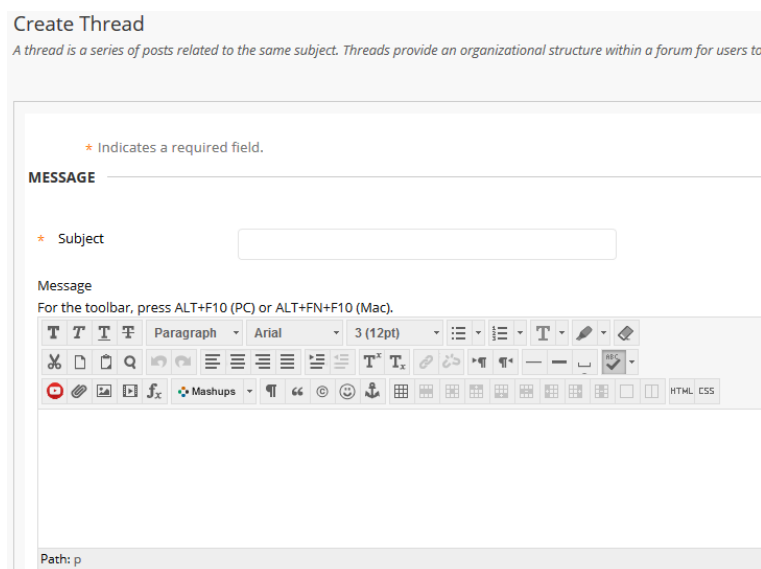
This will remove any odd formatting hidden within the text, and make it easier to adjust when creating your discussion board post.

Step 4) Highlight the text you just pasted without formatting into the Blank Microsoft Word document, and copy the text.

Step 5) Go to the discussion board of the class you need to post in on Blackboard.



Step 6) When creating a thread, press CTRL + V (or Command + V for macs) in the text box to paste the text from your Microsoft Word document into the message box of the Discussion Board thread.



Step 7) Please review the text you pasted. You may need to adjust the line spacing, and indentation of the text to get it to look exactly how you want.

Click Submit on the bottom right when you want to finalize your post.

