

Discussion Board

Copy and Paste

You can write messages for the discussion board in a word processor such as Microsoft Word. This allows you to use the spell-checking features of Word before posting your message.

Follow the directions below to copy and paste text from another application:

1. Open Microsoft Word (or another word processing program) if it is not already open.
2. Type your message
3. Spell check your message. This is not a requirement, but it is always a good idea.
4. Select all of the text of your message by:
 - a. Click once at the beginning of the text
 - b. Hold down the **Shift** key
 - c. Click again at the end of the text
5. Click on **Edit, Copy** from the menu bar.
6. Press the **Alt** and **Tab** keys at the same time to switch to your Web browser.
7. Reply to an existing message or start a new thread.
8. Enter a subject for your message.
9. Click in the *Message* area.
10. Click on **Edit, Paste** from the menu bar of your Web browser.
11. Click on **Submit** button at the bottom of the page
12. Click **OK** on the receipt page.