

Best Practice for Copying and Pasting from Microsoft Word Documents into Canvas

When copying from Word and pasting text into Canvas, follow this method to avoid strange characters appearing in your text.

Mac:

1. Select the text in your Microsoft Word document and select copy.
2. Open a new document in TextEdit, and paste text into the TextEdit document.
3. Select all text from TextEdit document, select copy, and then paste into Canvas.
4. You do NOT need to save the TextEdit document.

Windows:

1. Select the text in your Microsoft Word document and select copy.
2. Open a new document in Notepad, and paste text into the Notepad document.
3. Select all text from Notepad document, select copy, and then paste into Canvas.
4. You do NOT need to save the Notepad document.