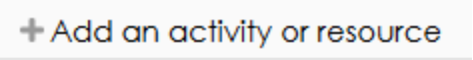
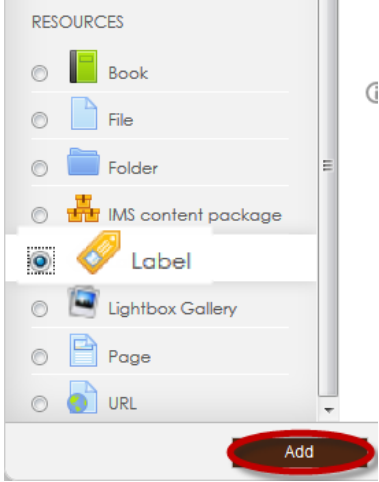
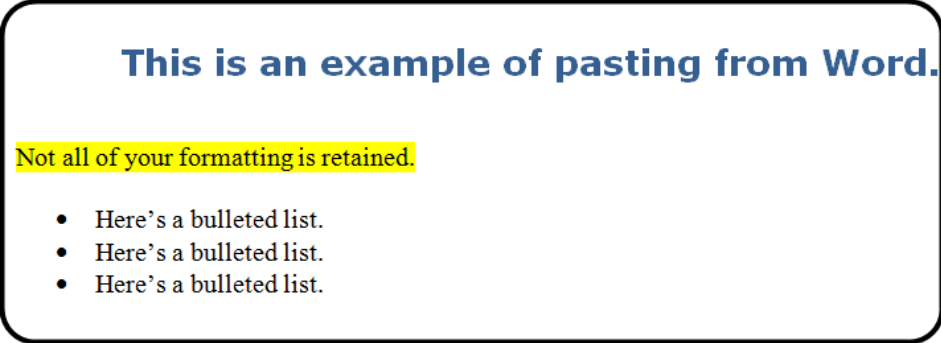
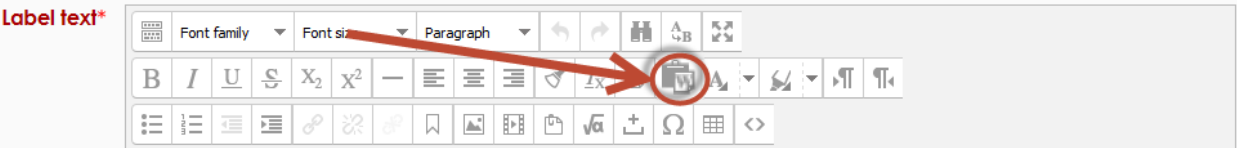
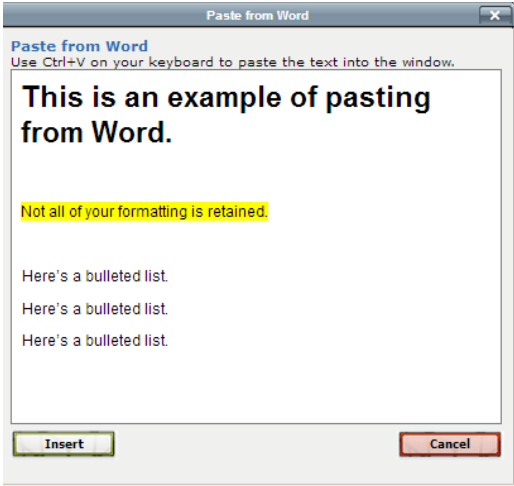
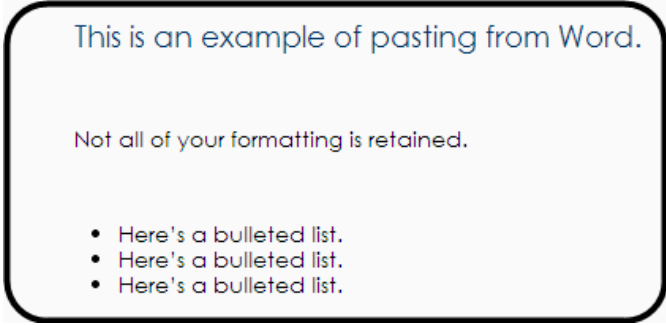
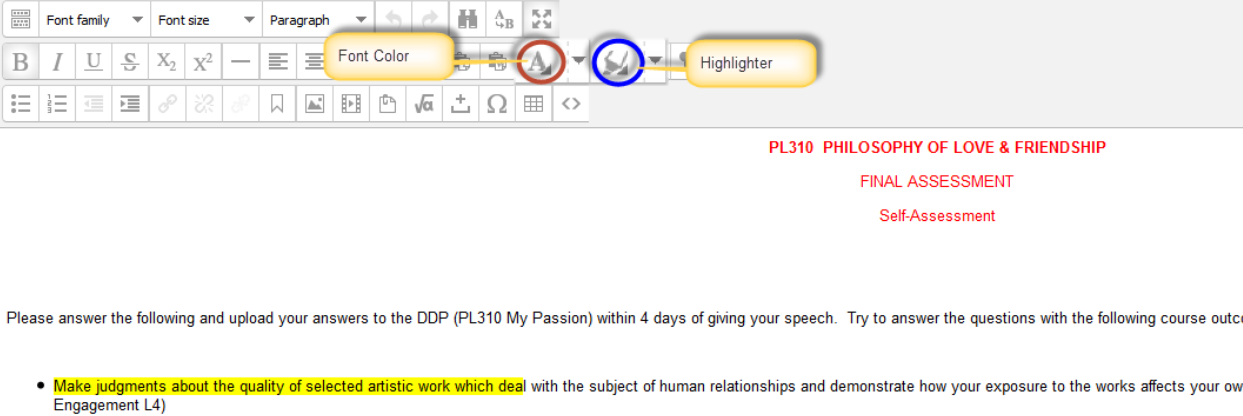


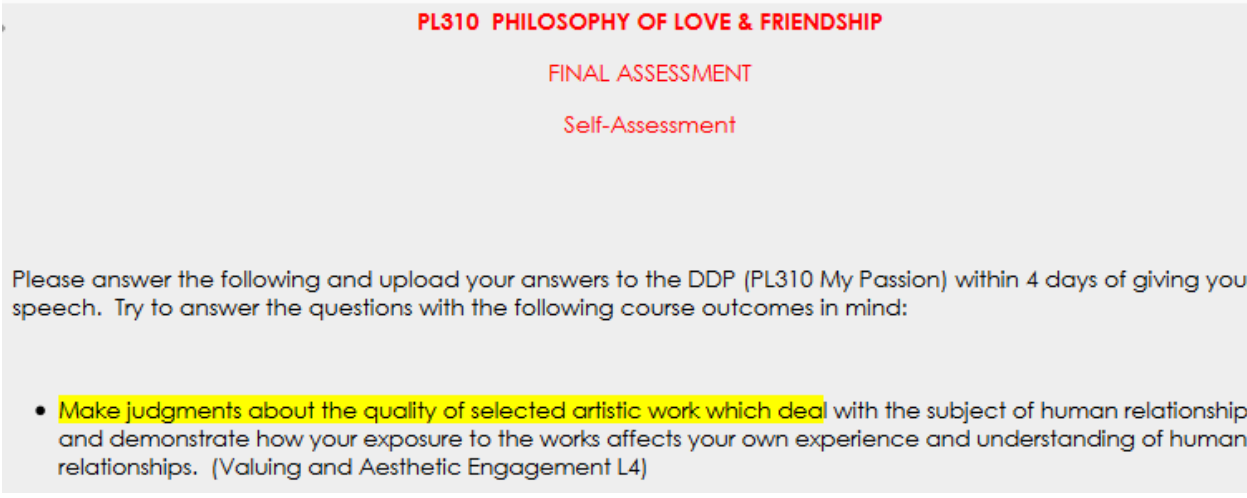
Pasting from Microsoft Word into Moodle

Pasting directly from Microsoft Word to a text editor in Moodle can be problematic. Microsoft Word adds hidden code that can corrupt the Moodle page. Moodle has created a tool that strips the code and some of the formatting, leaving clean text. This tool is called “Paste from Word.”

Task	Screen Shot
<p>In this example we will be using the text editor in a Moodle Label. The same process works anywhere you see the Moodle text editor (Assignments, Forums, etc.)</p> <ol style="list-style-type: none">1. Navigate to Moodle topic where you would like to add a label.2. Turn on editing.3. Select Add an activity or resource	 A screenshot of a Moodle interface showing a button with a plus sign and the text '+ Add an activity or resource'.
<ol style="list-style-type: none">4. Select Label, then Add.	 A screenshot of the Moodle 'RESOURCES' menu. The menu items are: Book, File, Folder, IMS content package, Label (which is highlighted with a blue bar), Lightbox Gallery, Page, and URL. At the bottom of the menu is an 'Add' button, which is circled in red.

Task	Screen Shot
<p>For our example, we will be copying from a word document that has been formatted to include different text size, color, highlighting, and a bulleted list and a table.</p> <p>5. In Word, select the text, right click and select Copy.</p>	 <p>This is an example of pasting from Word.</p> <p>Not all of your formatting is retained.</p> <ul style="list-style-type: none">• Here's a bulleted list.• Here's a bulleted list.• Here's a bulleted list.
<p>6. Return to your new Label. Select the Paste from Word tool (It's the one with the "W").</p>	 <p>Label text*</p>
<p>7. Use Ctrl V to paste the text into the Paste from Word box.</p> <p>8. Press the Insert Key.</p> <p>9. Select Save and return to course.</p>	

Task	Screen Shot
<p>10. As you can see, some of the formatting remained (bulleted list and relative text size), and some (highlighting and text color) was removed.</p>	
<p>To re-apply formatting.</p> <ol style="list-style-type: none">11. Open the label in the text editor.12. Apply Formatting.13. Save and return to course.	

Task	Screen Shot
<p>14. Congratulations, you have successfully pasted from Microsoft Word to Moodle!</p> <p>Note: For Word documents that include pictures, save the pictures to your local machine and add them to the label separately. Tables should be recreated in Moodle.</p>	 <p>PL310 PHILOSOPHY OF LOVE & FRIENDSHIP</p> <p>FINAL ASSESSMENT</p> <p>Self-Assessment</p> <p>Please answer the following and upload your answers to the DDP (PL310 My Passion) within 4 days of giving your speech. Try to answer the questions with the following course outcomes in mind:</p> <ul style="list-style-type: none">• Make judgments about the quality of selected artistic work which deal with the subject of human relationship and demonstrate how your exposure to the works affects your own experience and understanding of human relationships. (Valuing and Aesthetic Engagement L4)