

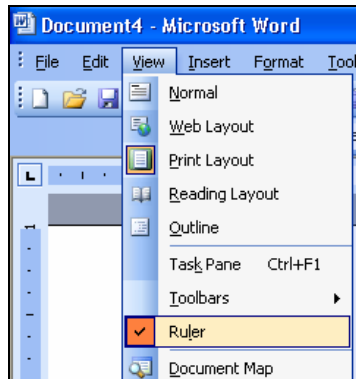
Formatting a Word Document to Post on Blackboard



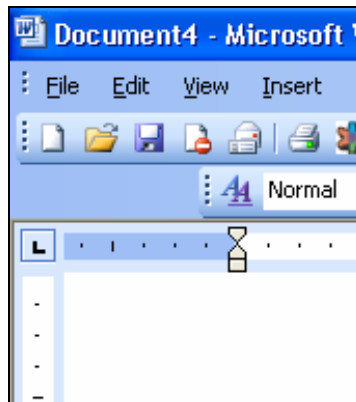
Note: In order for a Word document with columns to view properly in Blackboard, you need to (1) set tabs with the Ruler or (2) use the Table feature in Word. The content can then (3) be copied into the text box in Blackboard. The gridlines of a table will not appear in Blackboard.

1. SETTING TABS

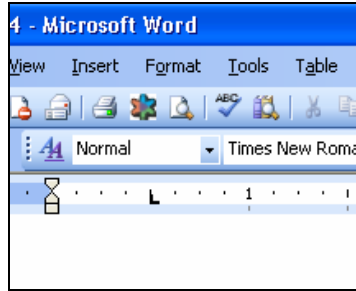
1a. GET THE RULER. If the Ruler is not visible, go to "View" on the Menu bar and click "Ruler."



1b. SELECT TAB TYPE ON THE RULER. Click on the small icon to the left of the ruler: the choice changes as you click the icon (and a screen tip will appear describing the icon the next time the mouse is over it): *Left Tab, Center Tab, Right Tab, Decimal Tab, Bar Tab, First Line Indent, Hanging Indent.*

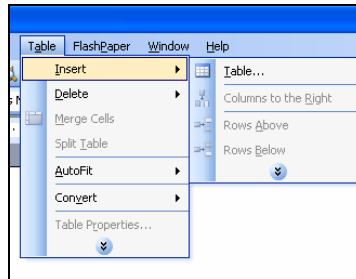


1c. SET TABS ON THE RULER. After selecting the tab type, place your cursor on the ruler and click at the point where you want your first tab to be. The Left Tab marker will appear. If you mistakenly use the wrong Tab, simply drag that marker off the page.



2. INSERTING A TABLE

2a. **CLICK ON “TABLE”** in the Menu bar To insert a table.



2b. **IN THE DIALOG BOX**, enter the number of columns and rows in your table (see Figure 1). This example shows 5 columns and 2 rows.



WEEK	TOPIC	SPEAKER	TEXT PAGES	TOTAL POINTS
week 1	terrain forms	Dr. Mary Ford	pp. 300 - 350	15

Figure 1. Table with 5 Columns and 2 Rows (Gridlines ON)

3. TO POST YOUR CONTENT TO BLACKBOARD

3a. **COPY YOUR CONTENT.** Go to “Edit” in the Menu bar and click “Select All.” Go back to “Edit” in the Menu bar and click “Copy.”

