

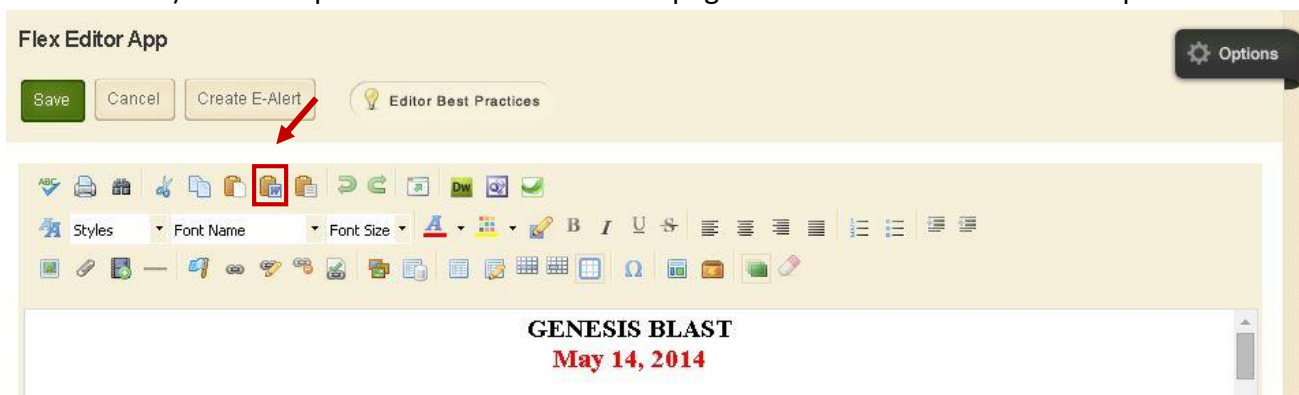
## TECH-TIP: Pasting content from Word to Site Manager (Schoolwires)

Please follow this tip if you would like to paste content from Microsoft Word to your webpage. Word creates its own HTML code which can cause display issues.

- 1) Copy content from Microsoft Word by clicking anywhere in the document and pressing Ctrl+A (pressing Control and A at the same time selects all content in the document) followed by Ctrl+C (pressing Control and C at the same time copies all selected content)
- 2) Open Site Manager and navigate to the page you would like to paste your content

Sign Out | Edit Account Settings | **Site Manager**

- 3) In the top tool bar of the flex editor page select the Paste from Word option.



- 4) This will open the Paste from Word editor, please click in the editor and press Ctrl+V (pressing Control and V at the same time will paste the content you just copied). Once your content has been pasted click Insert.

