How to Copy and Paste within Moodle

We recommend that when working on a lengthy forum post, you type your contribution in your word process application (MS Word is the most popular) and then copy and paste the text into the forum “Message” box.

First, make certain you are using,

Firefox if you are on a PC
Safari if you are on a MAC

Type your text in your word processing application.

Log into Moodle.

Go to the Forum, click to open. Click “Reply”. “Your reply” window appears.

Click in this field and cursor should be blinking.
Once cursor is flickering in the “Message” field, click on clipboard with the “W” if you are copying from MS Word or the clipboard with a “T” if you are using Plain Text.

Note: If the format is off when you paste your text into the “Message” area, highlight the entire text and click on the eraser (second icon from the left). The formatting will be removed, but you should then reformat using the tools available in the tool bar within the “Message” area.