

## So Why Paste or Attach?



**Good Question!** After all, there's a text box for typing in your response to a statement or a reply to a fellow student's observation. So why paste or attach?

Well, some reasons for **pasting** could include—

- Replies going longer than a couple of paragraphs that you'd like to do in Word and take time to think through
- Include in replies notes you've typed in on classes or lectures, or thoughts from a personal journal
- Responses you keep on your computer or jump drive as part of your class files and/or as protection against network/power crashes (original files stay on the drive)

And, as for **attachments**, yes, occasionally, you may be required to include one to—

- Share your ideas or views or work (a paper, audio or video clip, etc..) with your classmates
- Participate in a peer review process as a means of improving a paper in draft form
- Make a class presentation via a Power-Point, video clip, podcast, etc.

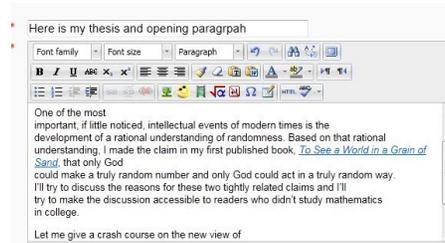


## The *How-To* of Pasting

**Copying and Pasting** is a pretty simple and straightforward process: highlight all the text you want to copy and click on Copy; then go to an open space that has a cursor, right-click and then click Paste.



But here's a catch: pasted materials often lose their original formatting, like this:



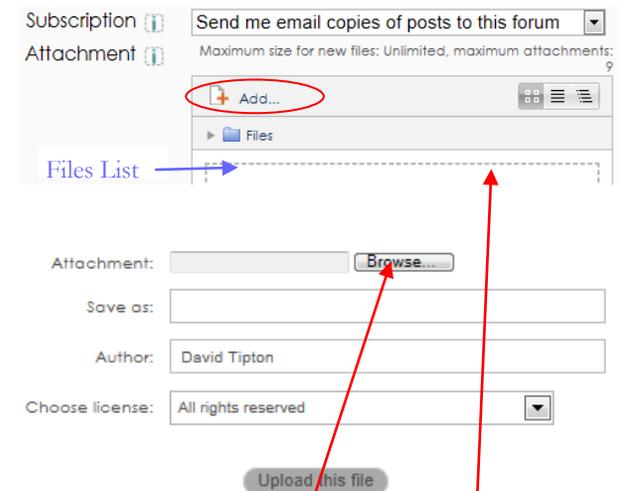
As you can see, lines break in odd places and paragraph indenting is gone (and **this** is one of the better pastes!). Moodle provides a simple way of avoiding this. After you've copied and come back to the forum, look for the Word button in the first toolbar row over the text box and click it:



This will open **another box in which you paste your document** to preserve formatting, after which you click "Insert" (on bottom left of box) to place the copied text and its now protected format into the forum reply box.

## ...and Attaching!

**Attaching files**, like copying and pasting, is also pretty straightforward and easy. The attachment tool is just under the left side of the text box. To add a file, click on the Add button, which will open Moodle's file picker:



The file picker makes attachments very easy—just do the following:

1. Click the Browse button to go to your file and select it, then click "Open."
2. With file path and name in box, click Upload this file button & you're done!
3. Note: File picker allows you to pick several files at one time and displays them as a list in a box under "Files."

## Need Some Help?

### Help Is Always Close at Hand!



Need an introduction to the layout and navigation in Moodle? Or how-to info on uploading a paper or posting to a forum? Can't find your class listed on the Portal? Or maybe your login isn't working?

**No Problem! Here are contact points:**

For a **video introduction to Moodle layout and navigation**, go to the University Library link on the portal and click on "Welcome to Moodle!" under the Quick Links on the left side.

**Help for problems with Moodle, the portal, password resetting, using email, and Web Advisor—**

Visit the Help Desk Site:

[www.spalding.edu/itsupport](http://www.spalding.edu/itsupport)

Or call:

1-866-604-5605 (on campus x2398)

Or email:

[techsupport@spaldiing.edu](mailto:techsupport@spaldiing.edu)

061112

*Good grief, is  
that all there  
is to that?  
It's easy! Ha!*



A Help Guide  
Created by the  
Moodle Conversion Team

HELP! 502-585-9911, ext. 2398



845 South Third St., Louisville, KY 40203  
(502) 585-9911



# FORUMS (2)

**On Pasting  
And Attaching**

A Quick Guide  
To Uploading Files  
And Copying & Pasting  
Long Posts to Your Course Forums