All Users: Avoid Loss of Data from Text Boxes
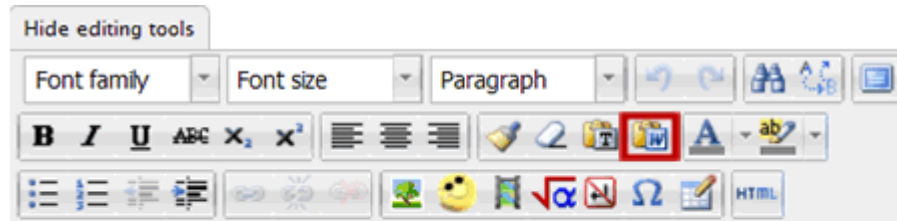
Hart Wilson - 2023-07-11 - [Comments (0)](#) - [Moodle](#)

1. Click on the *Paste from Word* icon.
2. Type Ctrl+V to paste your text.
3. Click on Insert.
4. Reformat text as needed.

Beware of inactive browsers! Your carefully crafted response may dissolve into cyberspace if your browser times out while you are drafting it. Unfortunately, there is no way to retrieve your work. Some suggestions for preventing future losses include:

- Saving your work periodically.

- Drafting your response in a Word document (or other word processing application), then copying and pasting it into your comment box.

Note: If you copy from Word and end up with weird formatting, select the pasted text and click on the **Paste from Word** icon shown here. That will "clean up" the Word source code that was copied over and leave you free to format your text as you would like it to appear.