


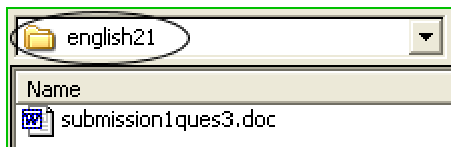
## Copy and Paste from Word (or a plain text editor) to a STARS submission.

I can type an answer or essay directly into the space provided on the STARS submission, or I can type it in a word-processing program and then copy and paste it into the STARS submission form. The advantage to doing it in a word processor is that I will have a copy of it in a folder on my own computer (or my school's computer).


*To Copy and Paste from Word into a STARS submission:*

1. Log in to my STARS class. Click on a submission to work on.
2. Open Word in another window.
3. Read the question in STARS, so I know what to do.
4. Toggle to Word and type my answer or essay.
5. **Save** my Word document in my *class* folder on my hard drive, using the *submission and question number* for my document name. That way, I can easily find it later. For example:

I'm writing an essay for English 2.1, Submission 1, Question 3. I would save it to my *English21* folder  *english21* on my hard drive. I would name it *submission1ques3.doc*.



I should save as I go, especially when I'm working on a l-o-o-n-g essay, so I don't lose my work.

6. Proofread my answer or essay to be sure it is the best it can be.
7. In my document, select and **Copy** (CTRL+C) the text I want to submit.
8. Toggle to my STARS submission.
9. In the answer box for the question I'm working on, click the **Paste From Word** icon .
10. **Paste** (CTRL+V) my text into the little window that comes up, and then click **Insert**.

My text now appears in the answer box.

*To Copy and Paste from a plain text editor (like Notepad) into a STARS submission:*

The process is the same as for Word, except that I save the document with a "txt" extension (for example, *submission1ques3.txt*),

and I click the **Paste As Plain Text** icon  instead of Paste From Word.