Administrators, and occasionally researchers and committee members, may choose to paste information into rich text editors within IRBNet. These rich text editors are found on the Review and Minutes page and within Smart Forms and Document Wizard letter templates. Tools are provided within the rich text editors so users may successfully paste into the text box areas. The following instructions outline when and how to use these tools.

Pasting Tools

When typing into a rich text box within IRBNet, the toolbar at the top (pictured below) of the box provides various tools for content manipulation, including several tools for pasting text into the editor. These tools should be utilized according to the origin of the content that you are pasting.
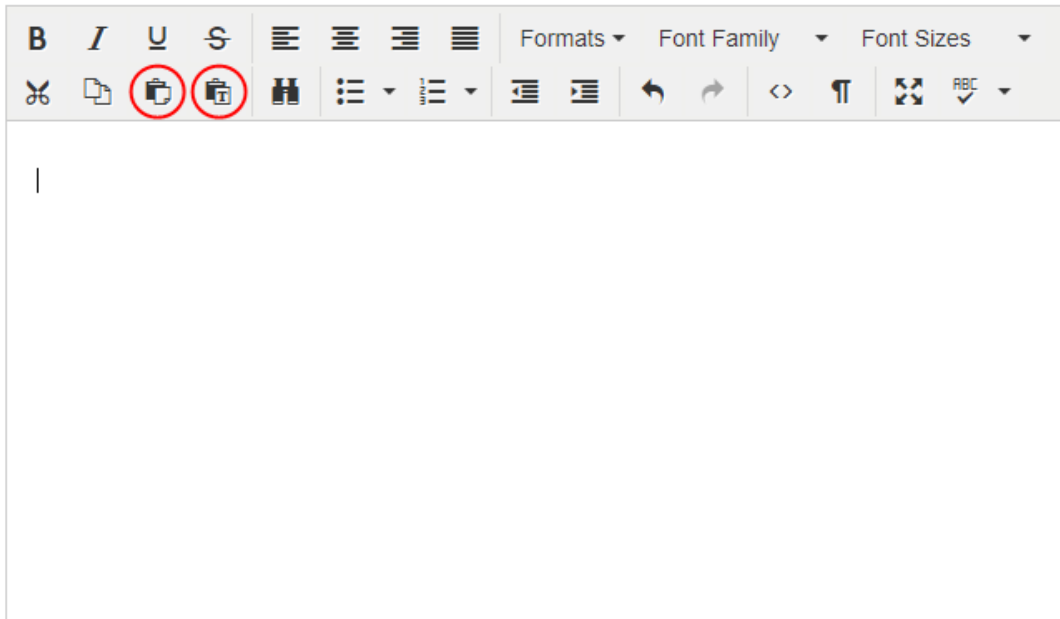
Paste: If the text you are pasting is already plain text, use the "Paste" tool to enter the text, or simply use CTRL+V.

Paste as Text: If the source of your content is a Word Document, a PDF, or another protected document, use the "Paste as Text" option. This tool will strip the text of unwanted formatting. To do this, click the icon to enable "Paste as Text" and then proceed to "Paste" following the same insertion instructions as above. A prompt (pictured below) will appear when Plain Text mode is first enabled.

To disable "Paste as Text", click the icon once more.

Final Review: Before publishing Board Documents or Minutes, always use the "Preview" button to ensure that all information and formatting appears as desired.