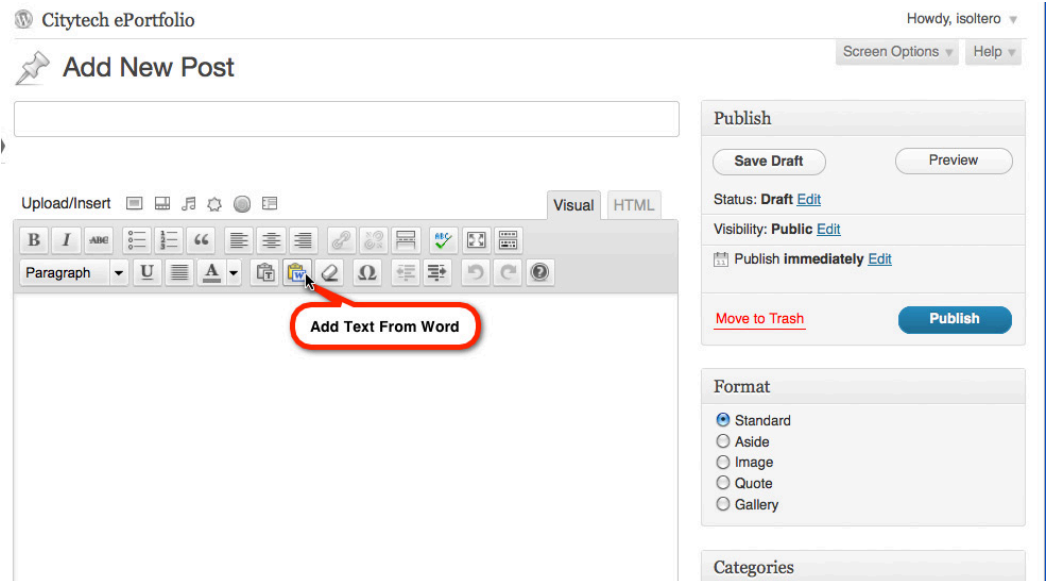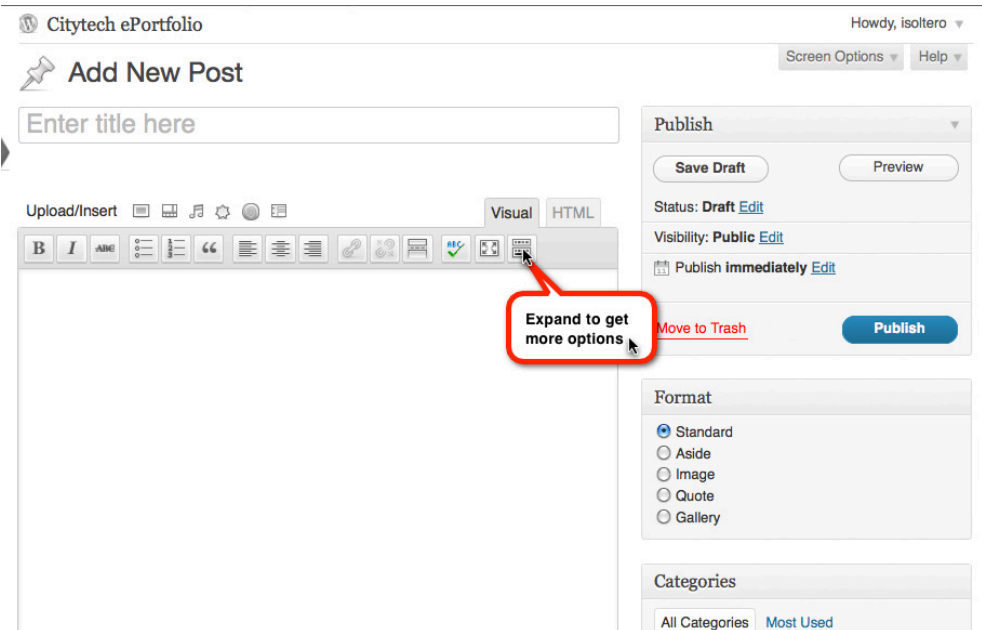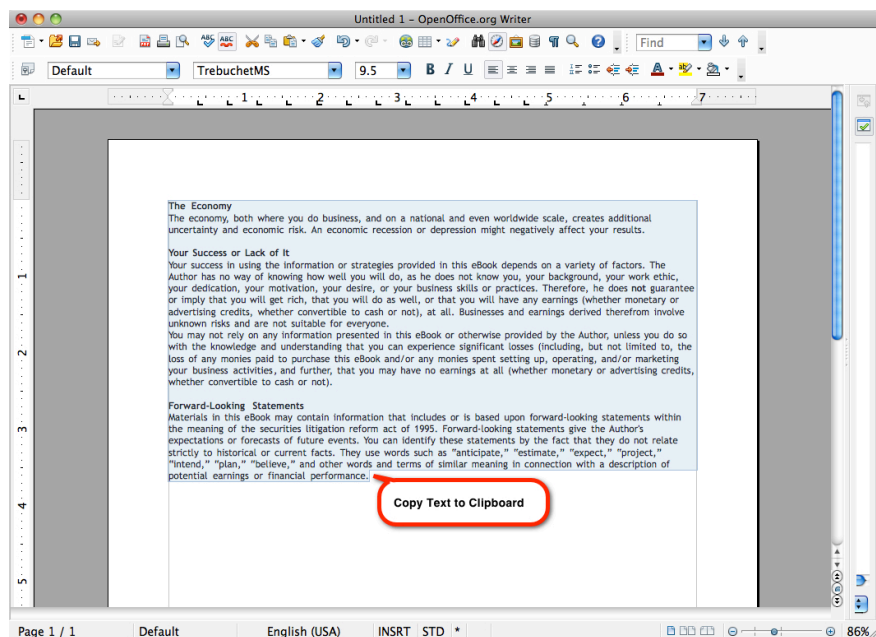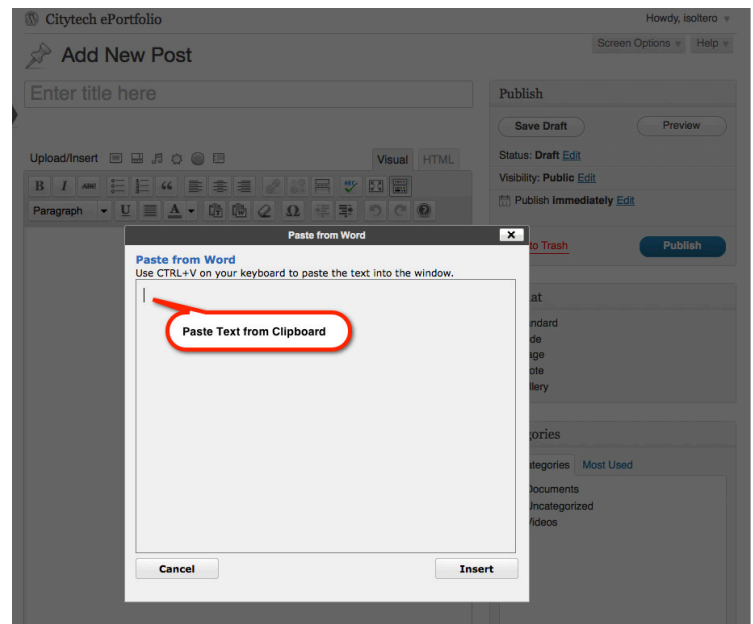1) Adding Text from Word

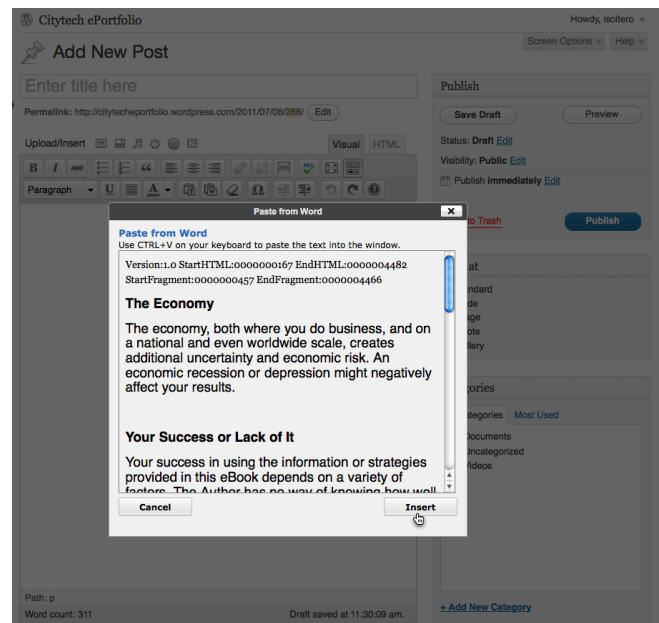2) Expand to get more options

3) With your Word Document open, copy your text into the clip board

4) Paste your clip board into Wordpress.

5) Click Insert, and your text will appear in Wordpress.

6) Make any final corrections, before publishing the page.