

Cutting and Pasting from Word

Teachers now have the ability to cut and paste from Word into the Individual Evaluation Report or the Evaluation Summary Report. **These directions need to be followed exactly, to cut and paste, otherwise the formatting of the entire evaluation report will be messed up.** When cutting and pasting from Word, only the text will be pasted, none of the formatting.

1. Create the Word document like you normally do. Type in the text. Do not format the text in any way (bolding, underline, change fonts, size, alignment).

2. Highlight the text in the Word document you want to cut and paste into Student Plans.

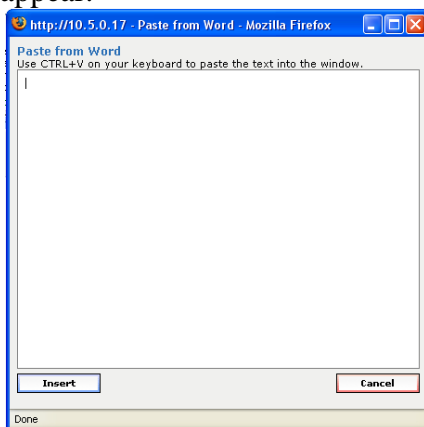
Testing testing testing

3. Click on the **Edit** menu and choose **Copy** or **Paste**.

4. Go into the **Individual Evaluation Report** or the **Evaluation Summary Report**.

5. Click on the **Paste from Word** button  on the **RTE toolbar**.

6. The *Pasting* screen will appear.



7. Use the **CTRL** and **V** to paste the text into this screen.

8. Click on the **Insert** button.

9. The text is in the evaluation report and can be formatted as usual using the RTE toolbar.