Many instructors develop their content on their local computers using Microsoft Word. Then they would like to copy/paste their Word content into the RamCT Blackboard Text Editor. The Paste From Word that should allow users to retain any formatting they may have used in MS Word.

The Paste from Word tool is available when you use the RamCT Blackboard text editor. Items that allow you to use the Text Editor include Announcements, Page Items, Assignments, Test Options, Discussions, Messages etc.

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I. Turn On The Paste From Word Tool

1. Under Control Panel, under Customization, click Tool Availability.

2. Place a check next to the Word tool.

3. Click Submit.
II. Use the Paste from Word Tool

1. In the RamCT Blackboard Text Editor, on the third row of tools, use the Mashup drop down menu and select the Paste From Word item.

   The Paste from Word text box opens.

2. Copy your Word content and paste it into the Paste Your Word text box. (On Windows, the keyboard shortcut you can use to paste your content into the box is Ctrl + V. On a Mac the combination is Command + C).

3. Click Submit.

   Your Word content, with the appropriate formatting, will appear in the Text Editor.

4. Finish adding any other content in the Text Editor.

5. Click Submit.

III. RamCT Blackboard Help / Support

   RamCT Blackboard Help Web Site
   http://help.ramct.colostate.edu

   Blackboard’s On Demand Learning Center
   http://ondemand.blackboard.com/

   College RamCT Coordinators
   http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

   Central RamCT Support
   ramctsupport@colostate.edu