

TEXT EDITOR FORMATTING

If you copy/paste from Word or another source into the ulearn content editor, a message appears asking if you want to remove or keep the formatting. This guide walks through those steps.

Instructions

1. When pasting from Microsoft Word or another source such as a website, etc., into the content editor of ulearn a message appears. The recommended option is to select **Remove Formatting**. You can use the functions of the [content editor](#) to make any formatting changes such as bolding text, adding bullets, etc.,

Paste Formatting Options ×

Choose to keep or remove formatting in the pasted content.

Remove Formatting Keep Formatting

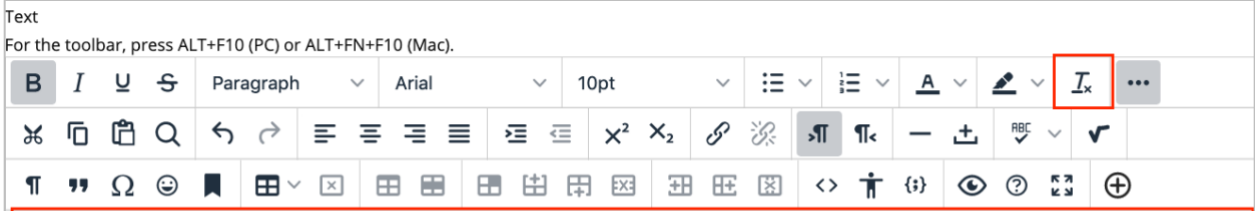
Note:

Removing the formatting ensures that the font and color align with JWU accessibility standards. Do not add colors to text in any areas of ulearn as these colors do not meet accessibility standards.

2. If you did not choose to remove the formatting when pasting your text into the content editor, you can still clear the formatting by highlighting the text that was pasted and click the “clear formatting” option on the text editor.

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Remove Formatting Keep Formatting

Text editor toolbar showing various formatting options. The 'Clear Formatting' icon (I_x) is highlighted in a red box.

Remove Formatting Keep Formatting

Text editor showing a paragraph of Lorem Ipsum text. The text is highlighted in blue, and the 'Clear Formatting' icon (I_x) is highlighted in a red box in the toolbar above.

Text editor showing a paragraph of Lorem Ipsum text. The text is highlighted in blue, and the 'Clear Formatting' icon (I_x) is highlighted in a red box in the toolbar above.