

Copying and Pasting Text from Microsoft Word documents

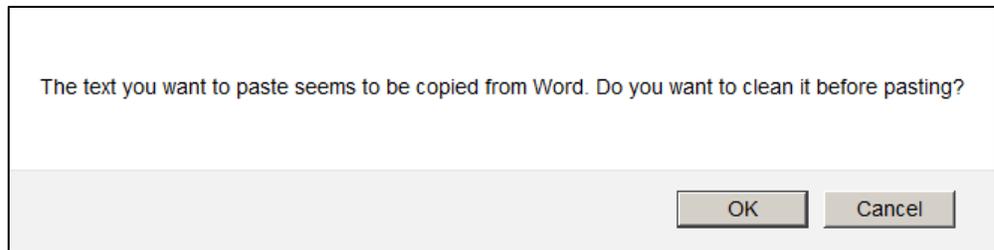
Copying and pasting text from a Microsoft Word document into a Claro page is a fast way to quickly bring in existing text. However, there can be formatting issues that cause problems. This is a common issue when moving text from Word to HTML. There is outdated formatting code that is copied along with the text that is different from HTML formatting code supported in the newer browsers today.

Clean text copied from Word

We recommend you take advantage of the offer to “clean” the formatting codes out of the text before pasting into Claro.

Copy your text from Word (Ctrl-C or Command-C). Click a text element or placeholder and paste the text (Ctrl-V or Command-V). The offer to clean dialog box opens.

Click the **OK** button to clean out the formatting code that may be problematic in your online course. This includes fonts, styles, weights, spacing, etc. Your cleaned text will now match the theme design (including CSS styles) selected for the course.



Let's look at the following examples:

Text pasted after being cleaned

<p>Invite a reviewer Send a colleague an invitation as a Reviewer. Under the Application Menu, select the Current Course option then the Assign Reviewers option to select who needs to review the course. On the Review tab, select the Review Mode button. When your reviewers log in, they'll be able to run the course and use the Feedback button on the top navigation bar to add comments about what they see. <i>Note:</i> Reviewers can see notes added by others to the page, so there is less likelihood of duplicated effort.</p> <ul style="list-style-type: none"> Once the review period is done, check the Reviewer Notes. As you work through the notes, close them as you complete each issue. You can also export all of the Reviewer Notes for a course from the Current Course option. 	<h3>Text pasted without cleaning</h3> <p>Invite a reviewer Send a colleague an invitation as a Reviewer. Under the Application Menu, select the Current Course option then the Assign Reviewers option to select who needs to review the course. On the Review tab, select the Review Mode button. When your reviewers log in, they'll be able to run the course and use the Feedback button on the top navigation bar to add comments about what they see. <i>Note:</i> Reviewers can see notes added by others to the page, so there is less likelihood of duplicated effort.</p> <ul style="list-style-type: none"> Once the review period is done, check the Reviewer Notes. As you work through the notes, close them as you complete each issue. You can also export all of the Reviewer Notes for a course from the Current Course option.
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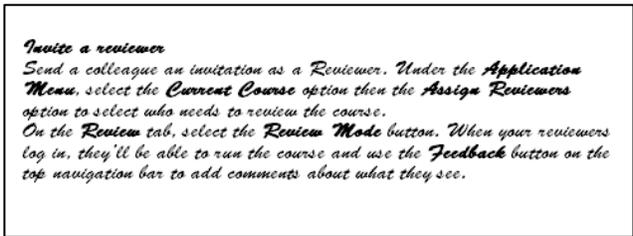
In the cleaned example, you will still need to apply bold or italic styles as desired, but the font and bullet text is cleaned for online presentation. Bullets do not display properly in the un-cleaned example.

The font in the text pasted without being cleaned (Myriad Pro) is one that may not be present on many users' computers. It won't match any other text inserted directly into the course since it is not available

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through the font menu in Claro. All of the fonts in Claro’s menu are present across most systems, browsers, and devices and our CSS defines appropriate substitutes if not.

In some cases, fonts used in a document intended for print may not be suitable at all online when pasted into Claro without cleaning (like this brush script font).



Numbered paragraphs may also present problems if pasted from Word without cleaning out the formatting. In the following screenshot, the text on the left is cleaned and pasted while the text on the right is not cleaned:

Text pasted after being cleaned

Text pasted without cleaning

<p>Invite a reviewer Send a colleague an invitation as a Reviewer. Under the Application Menu, select the Current Course option then the Assign Reviewers option to select who needs to review the course. On the Review tab, select the Review Mode button. When your reviewers log in, they'll be able to run the course and use the Feedback button on the top navigation bar to add comments about what they see.</p> <ol style="list-style-type: none"> 1. Reviewers can see notes added by others to the page, so there is less likelihood of duplicated effort. 2. Once the review period is done, check the Reviewer Notes. As you work through the notes, close them as you complete each issue. 3. You can also export all of the Reviewer Notes for a course from the Current Course option. 	<p>Invite a reviewer Send a colleague an invitation as a Reviewer. Under the Application Menu, select the Current Course option then the Assign Reviewers option to select who needs to review the course. On the Review tab, select the Review Mode button. When your reviewers log in, they'll be able to run the course and use the Feedback button on the top navigation bar to add comments about what they see.</p> <ol style="list-style-type: none"> 1. Reviewers can see notes added by others to the page, so there is less likelihood of duplicated effort. 2. Once the review period is done, check the Reviewer Notes. As you work through the notes, close them as you complete each issue. 3. You can also export all of the Reviewer Notes for a course from the Current Course option.
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Note: Text pasted from other applications may also prompt the offer to clean the formatting. We recommend you always click OK to clean the formatting.

Do your font and style formatting in Claro to ensure your course pages look their best!