

INFOSIGHT360

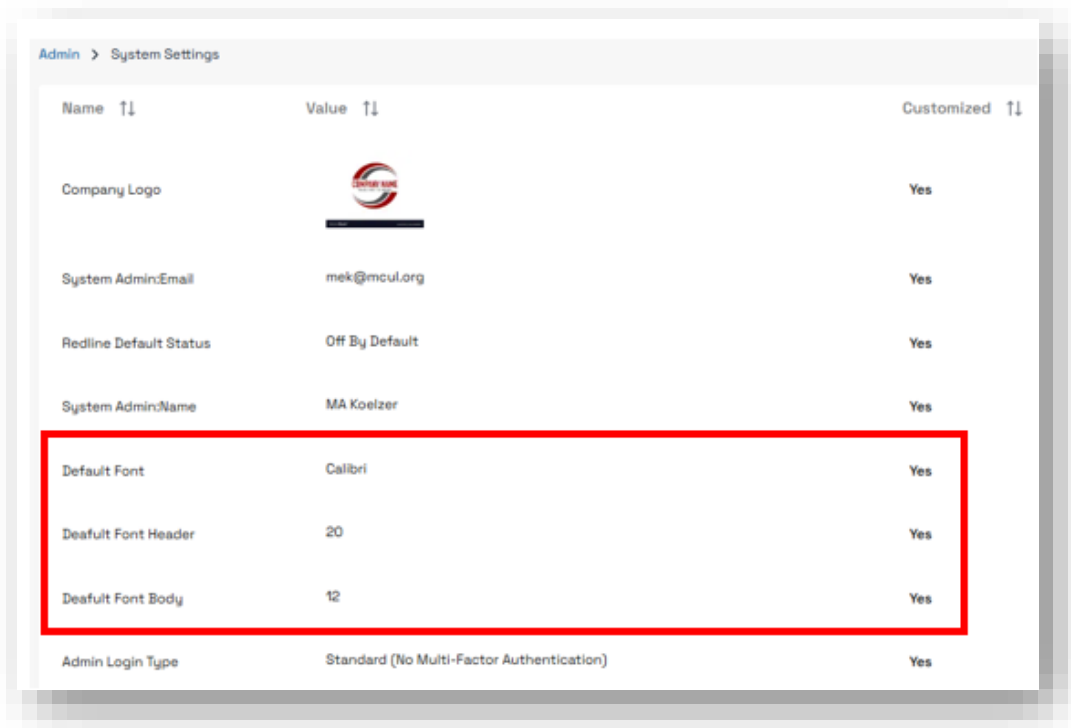
Tips to Paste or Import from Word


Minimizing Formatting Issues When Copying from Microsoft Word

To help reduce formatting issues, follow the tips below when pasting or importing content from Word. Keep in mind that some manual reformatting may still be necessary after pasting or importing.

- Confirm your font preferences in the Settings Area of InfoSight360 and apply the preferred font face and font body size to the content in your Word document. This will help keep the font consistent for all sections of your content.

If your font preferences have not been customized in Settings, use Arial 12.



Name ↑↓	Value ↑↓	Customized ↑↓
Company Logo		Yes
System Admin:Email	mek@mcuL.org	Yes
Redline Default Status	Off By Default	Yes
System Admin:Name	MA Koelzer	Yes
Default Font	Calibri	Yes
Default Font Header	20	Yes
Default Font Body	12	Yes
Admin Login Type	Standard (No Multi-Factor Authentication)	Yes

- If your document is long enough to require a table of contents, consider breaking it into smaller sections and adding each as a separate content section in

InfoSight360.

- Remove extra blank lines between paragraphs or list items. Use the Line Spacing tool in InfoSight360 to control spacing instead.
- Remove page headers and footers.
- Reformat text that is aligned using the TAB key. This will not align properly in InfoSight360. Change this content into a table in Word to maintain proper alignment.
- Ensure numbered or bulleted lists are formatted as one continuous list in Word if you want one continuous list in InfoSight360. In Word it is possible to format several separate lists to look like one single list. This will translate into multiple separate lists in InfoSight360.
- Remove section/page breaks. These can create unexpected spacing or layout issues in the editor.
- Check hyperlinks after pasting. Some links may break or bring in unwanted formatting.
- Avoid using spaces to align text. Like the TAB key, spacing won't look the same in InfoSight360.
- Simplify fonts and formatting. Stick to standard fonts and avoid excessive styling (multiple font sizes, colors, etc.) to ensure consistency.
- Review special characters (quotes, bullets, symbols). These can sometimes convert incorrectly and should be double-checked.

Need Help?

Even when following these tips, formatting issues may still occur. If you run into trouble, don't hesitate to contact our support team.

Email 360support@infosight360.com , call 734-793-6310, or use the live chat feature.