CLOVIS UNIFIED SCHOOL DISTRICT

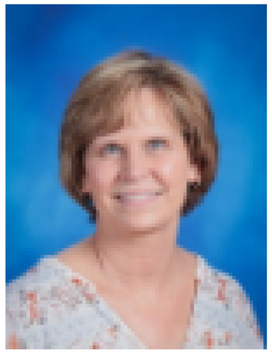
RESETTING

TEXT FORMATTING

with eSchoolView

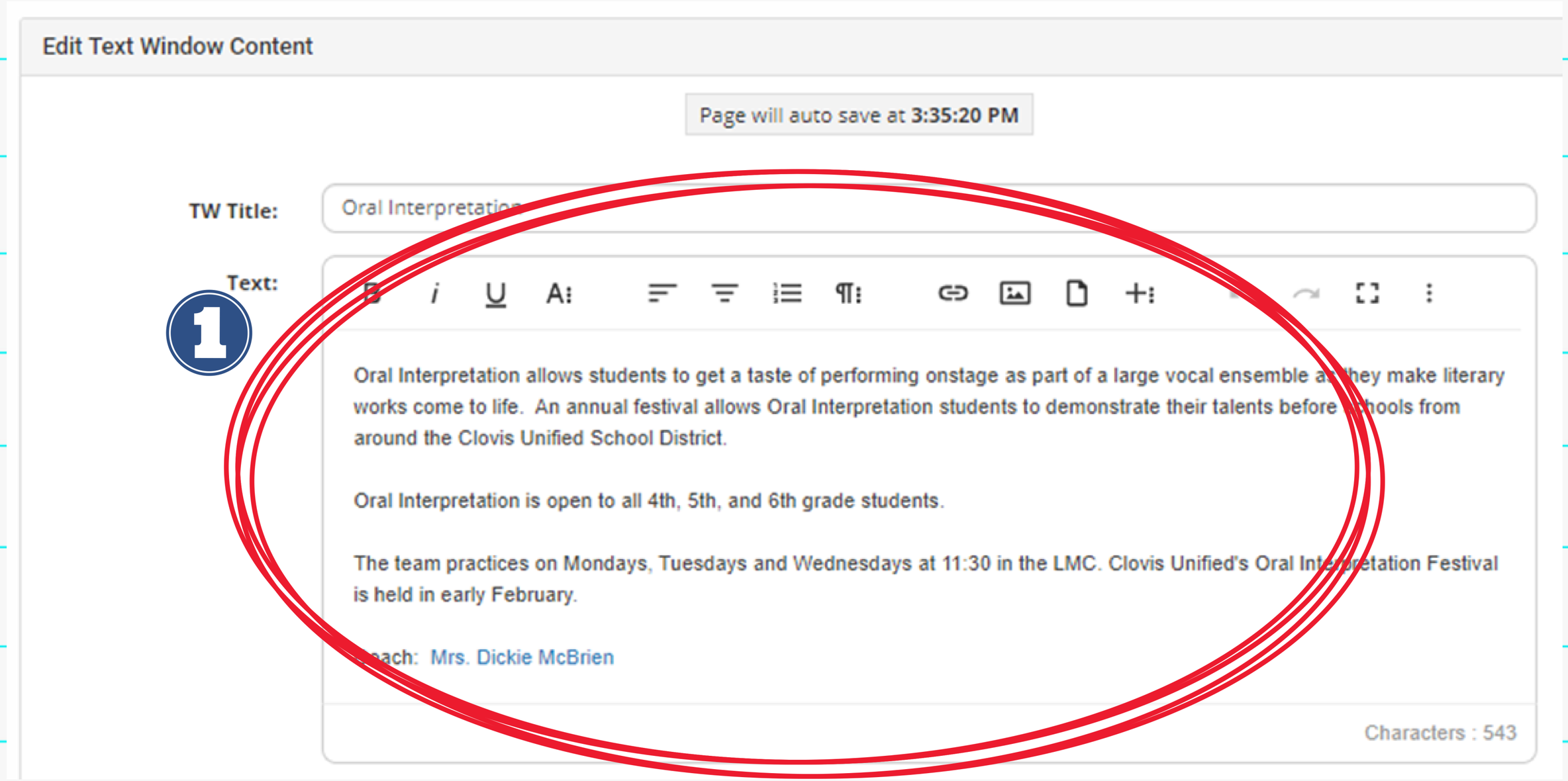
When to reset text formatting

- Text on a page is not consistent in size, font style, color, etc. with the text around it.
  - It is important to keep text styles consistent across all web pages, so the site stays polished and professional.
  - See below: "Kindergarten" is a different font for each staff listing!

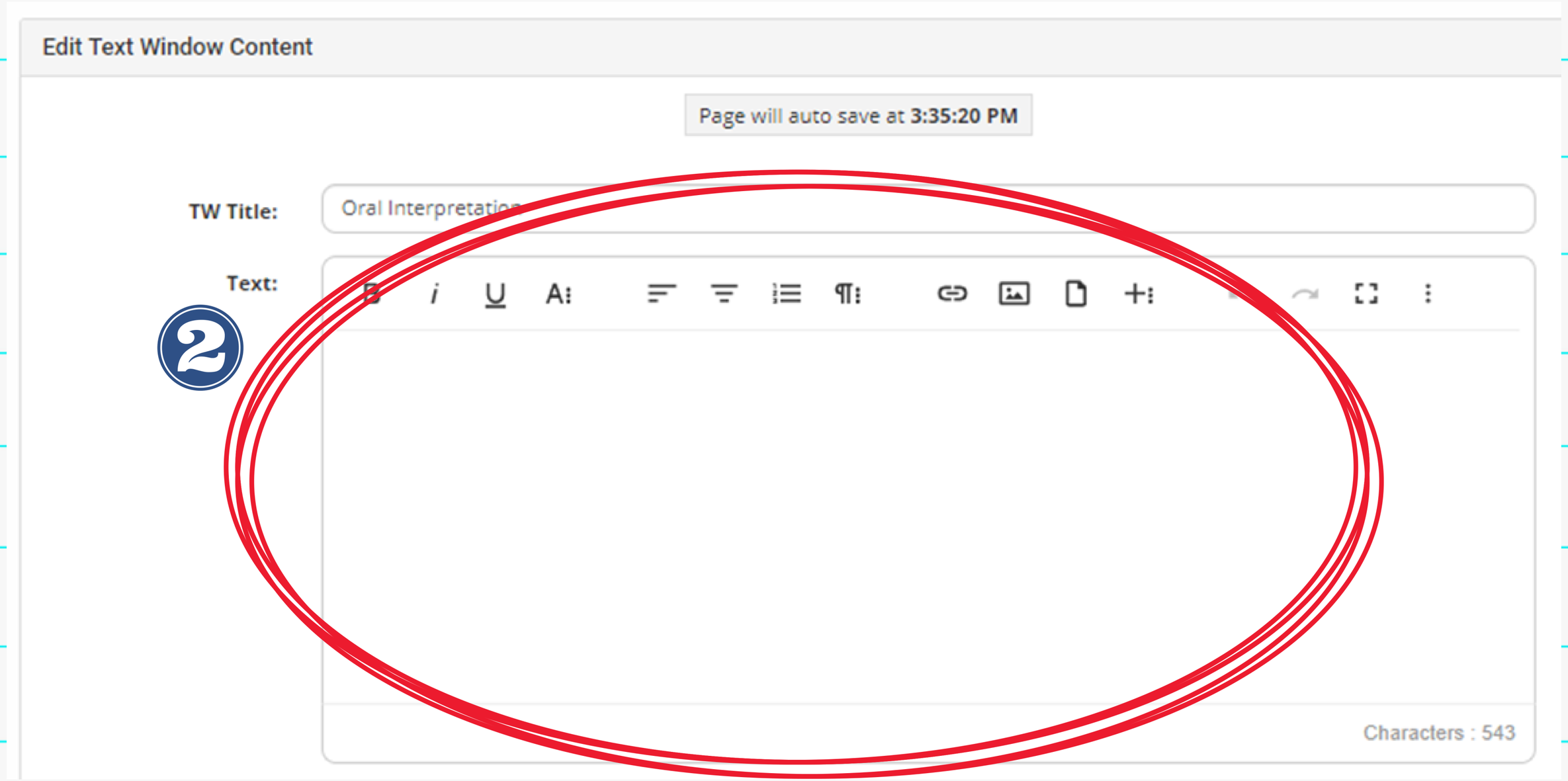


Kri[illegible] Sagouspe
T[illegible]/Kindergarten
kr[illegible]isagouspe@[illegible]cusd.com
Class Website

[illegible]arrie Was[illegible]burn
Kindergarten
[illegible]arriewashb[illegible]rn@cusd.com
Class Website



1. Copy the existing text and paste it into a blank Word document.
    a. This is to ensure you don't lose the content in the process, and to refer to the original ofrmatting (bold, underline, links, etc.)



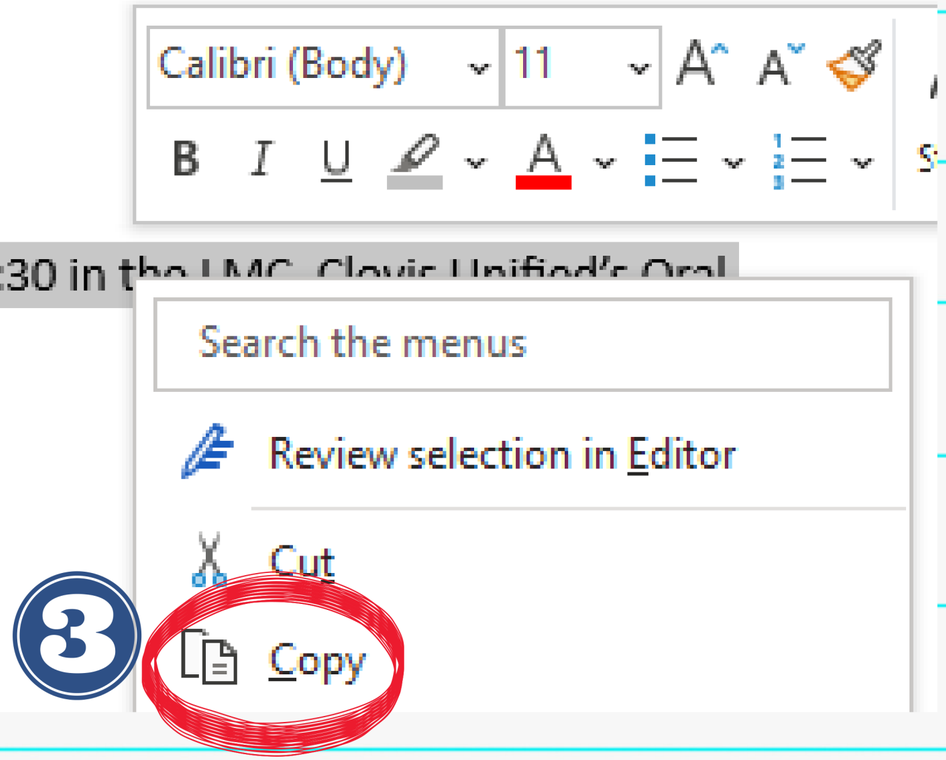
2. Delete the text out of the Text Window.

Oral Interpretation allows students to get a taste of performing onstage as part of a large vocal ensemble as they make literary works come to life. An annual festival allows Oral Interpretation students to demonstrate their talents before schools from around the Clovis Unified School District.

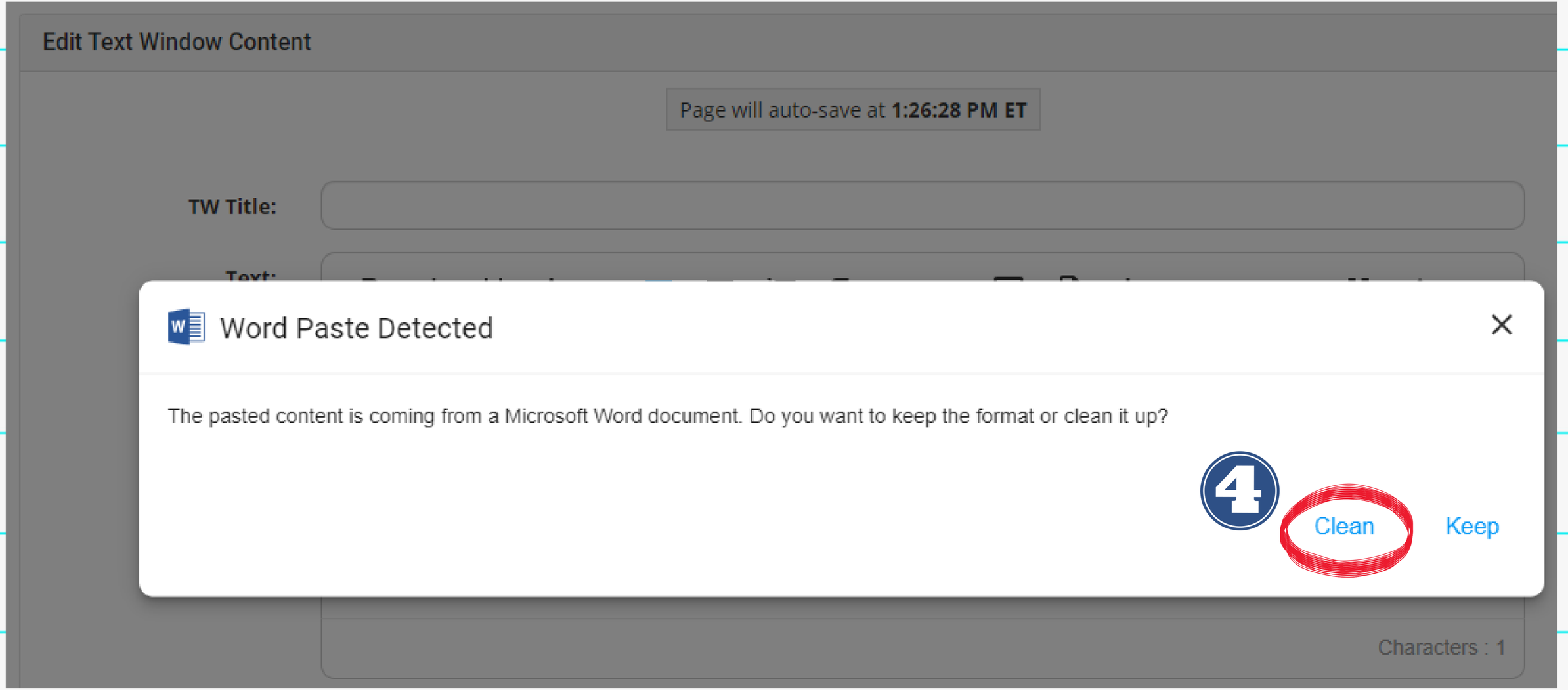
Oral Interpretation is open to all 4th, 5th, and 6th grade students.

The team practices on Mondays, Tuesdays and Wednesdays at 11:30 in the LMC. Clovis Unified's Oral Interpretation Festival is held in early February.

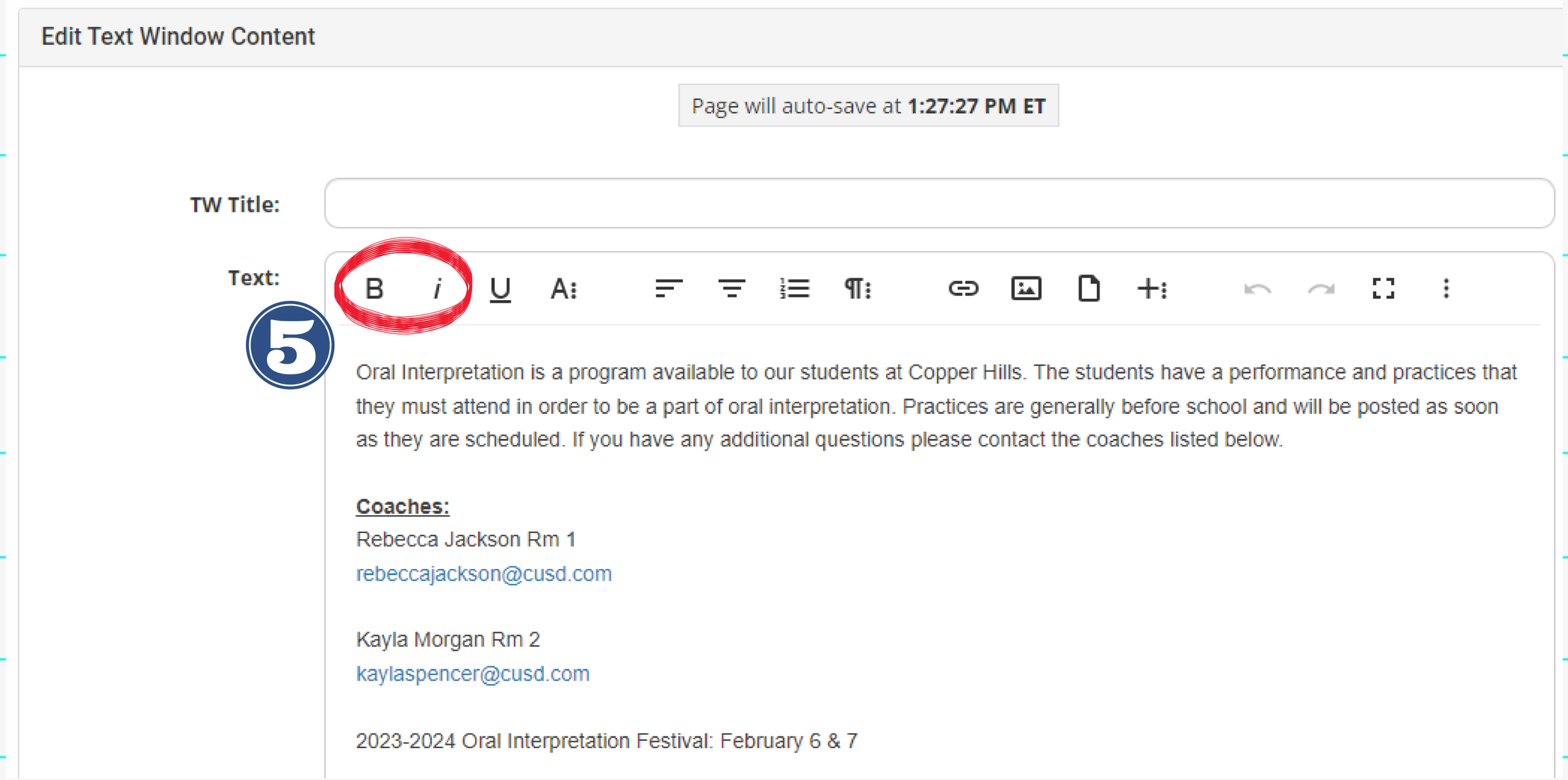
Coach: Mrs. Dickie McBrien



3. In your Word document, highlight the text and copy it.



4. Paste the text back into your empty Text Window. A window will appear asking if you want to clean the formatting on the text, since it was copied from another source. Click "Clean".



5. Re-do any formatting to your text that was lost in cleaning (bold, underline, hyperlink, etc.)

Be sure to Save when finished!

HAVE QUESTIONS?
LET ME KNOW!

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