



RESETTING

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TEXT FORMATTING

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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!



**Kristi Sagouspe**  
TK/Kindergarten  
kristisagouspe@cusd.com  
Class Website



**Carrie Washburn**  
Kindergarten  
carriewashburn@cusd.com  
Class Website

## Edit Text Window Content

Page will auto save at 3:35:20 PM

TW Title:

Oral Interpretation

Text:



**B** *i* U **A:** **≡** **≡** **≡** **¶** **↻** **🖼️** **📄** **+** **↶** **🔗** **⋮**

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.

Teacher: Mrs. Dickie McBrien

Characters : 543

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.)

## Edit Text Window Content

Page will auto save at 3:35:20 PM

TW Title:

Oral Interpretation

Text:

2



Characters : 543

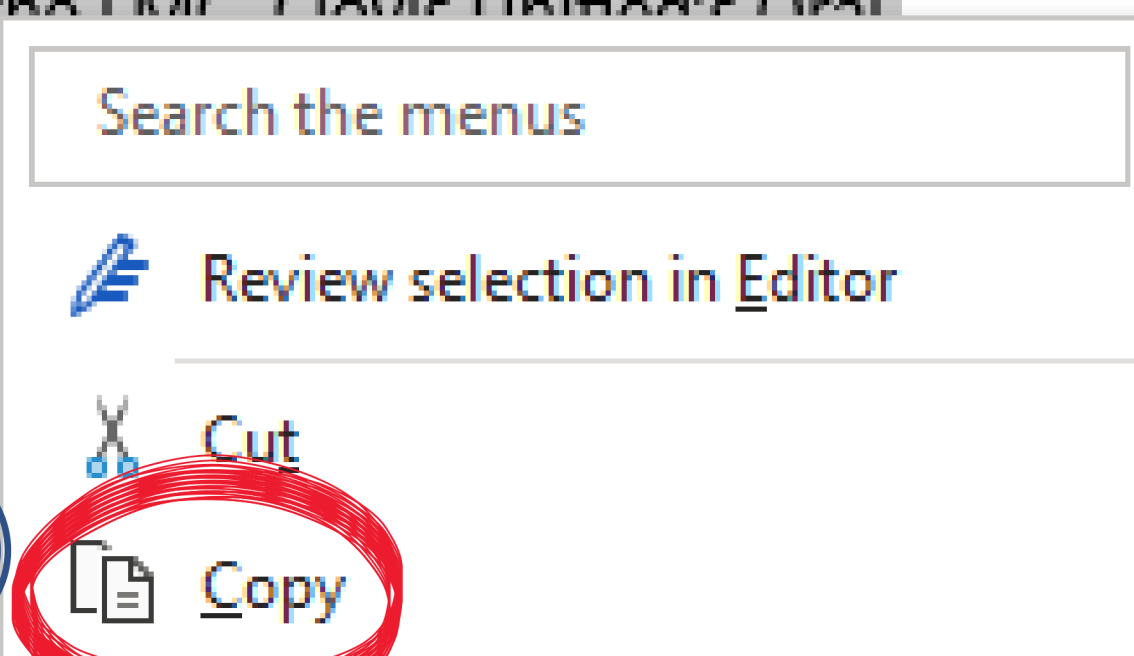
2. Delete the text out of the Text Window.

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Coach: Mrs. Dickie McBrien



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

## Edit Text Window Content

Page will auto-save at 1:26:28 PM ET

TW Title:

Text:



### Word Paste Detected



The pasted content is coming from a Microsoft Word document. Do you want to keep the format or clean it up?



Clean

Keep

Characters : 1

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".

## Edit Text Window Content

Page will auto-save at 1:27:27 PM ET

TW Title:

Text:

5

**B** *i* U A: [Text Alignment Icons] [Link Icon] [Image Icon] [File Icon] [+]: [Undo] [Redo] [Fullscreen] [More]

Oral Interpretation is a program available to our students at Copper Hills. The students have a performance and practices that they must attend in order to be a part of oral interpretation. Practices are generally before school and will be posted as soon as they are scheduled. If you have any additional questions please contact the coaches listed below.

**Coaches:**

Rebecca Jackson Rm 1  
[rebeccajackson@cusd.com](mailto:rebeccajackson@cusd.com)

Kayla Morgan Rm 2  
[kaylaspencer@cusd.com](mailto:kaylaspencer@cusd.com)

2023-2024 Oral Interpretation Festival: February 6 & 7

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!



**Kendra Burt**

*Digital Media Specialist*

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**x79030**