

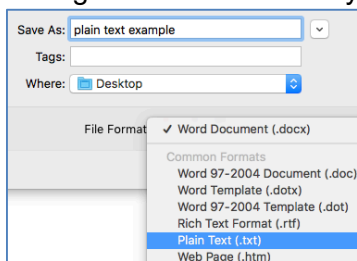
## Curriculum Review Workflow Copy/Paste Plain Text

### Copy/Paste Instructions

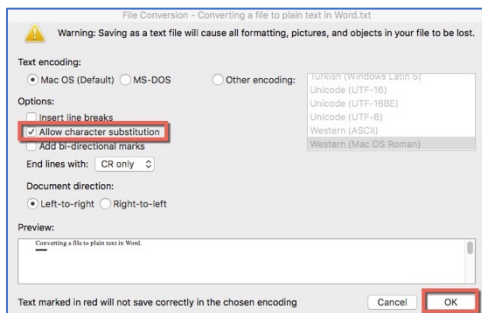
Any text copied from another file/source (e.g., Word, email, website) must be pasted as plain text in the proposal form.

### Saving Plain Text from Microsoft Word:

1. Open the existing Word document that needs to be converted to plain text. If the text is from another file type, paste the text into a new Word document.
2. Save a copy of the Word document by selecting **Save As** from the **File** menu.
3. Change the **File Format** by selecting **Plain Text (.txt)**.



4. Save the file.
5. A dialogue box will display. Under **Options**, check the box **Allow Character Substitution** and then select **OK** to save the file.



6. Open the recently saved plain text (.txt) file and copy the applicable text.
7. Paste the plain text into the curriculum proposal form using the keyboard command (right-click is not supported). Use control+v (PC) or command+v (Mac) to paste the text.