

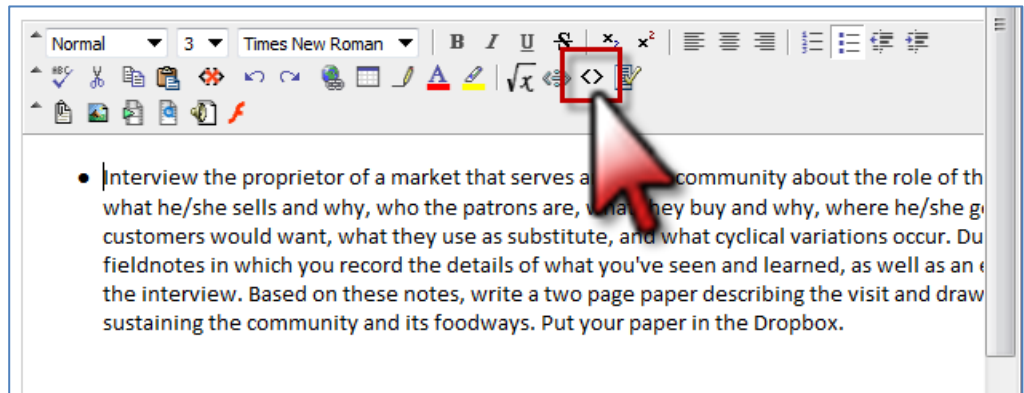
## Formatting Text

When you paste text into an online course, unwanted formatting may appear. Fonts may not match. Open the course in the editing view and go to the specific text to be reformatted.

In the editing textbox, click on the formatting tool that looks like this...

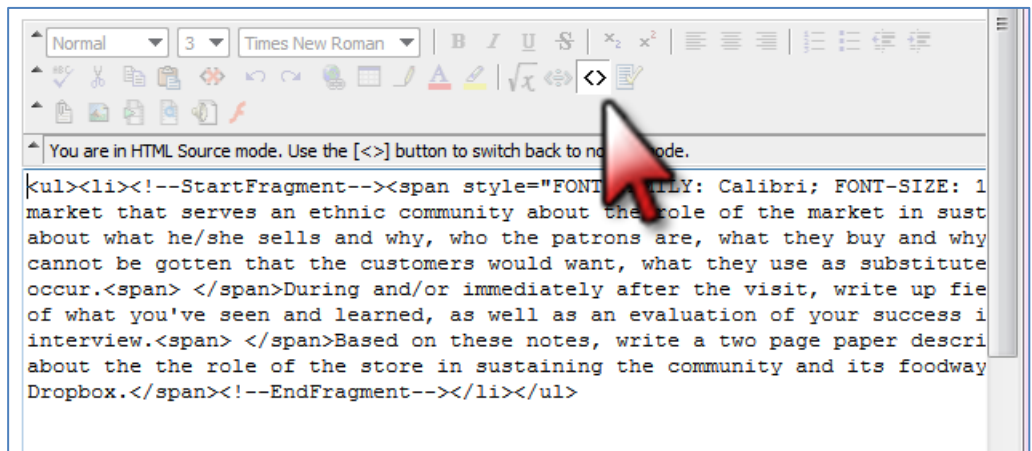


(Roll your cursor over the tool to see that it is identified as the [Toggle HTML Source.](#))



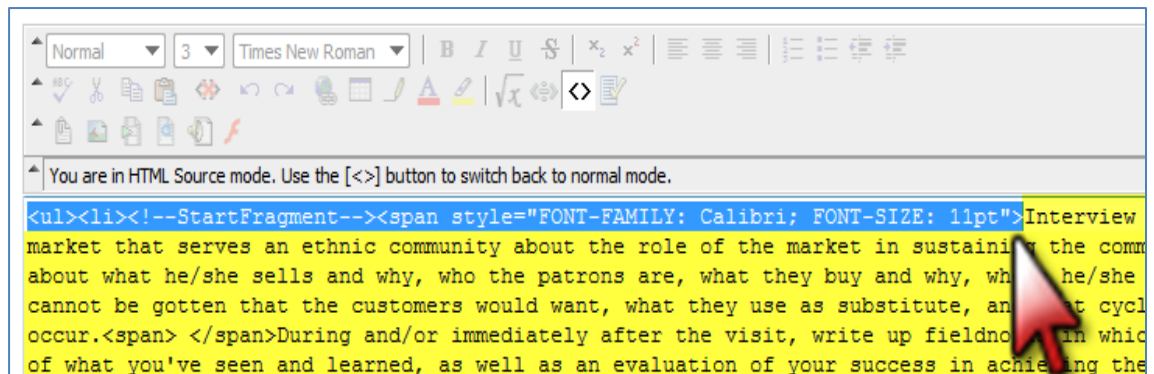
Clicking on the tool allows you to toggle back and forth between the regular text and the HTML code. (HTML code includes programming directions for formatting the text.)

When you click on the Toggle HTML tool, you will see that all of the other tools become unavailable.



Highlight all of the characters that are not part of the text to be saved.

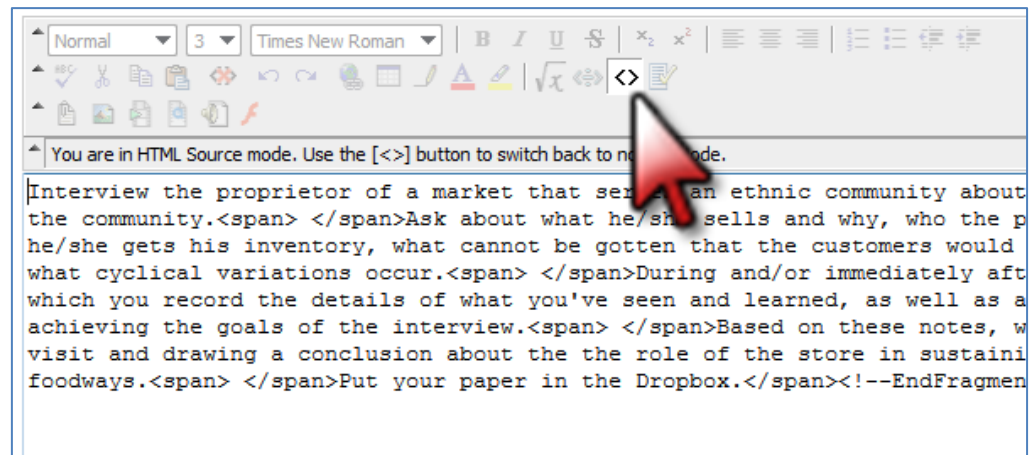
Delete the unwanted text (in blue here) that contains unwanted formatting directions.



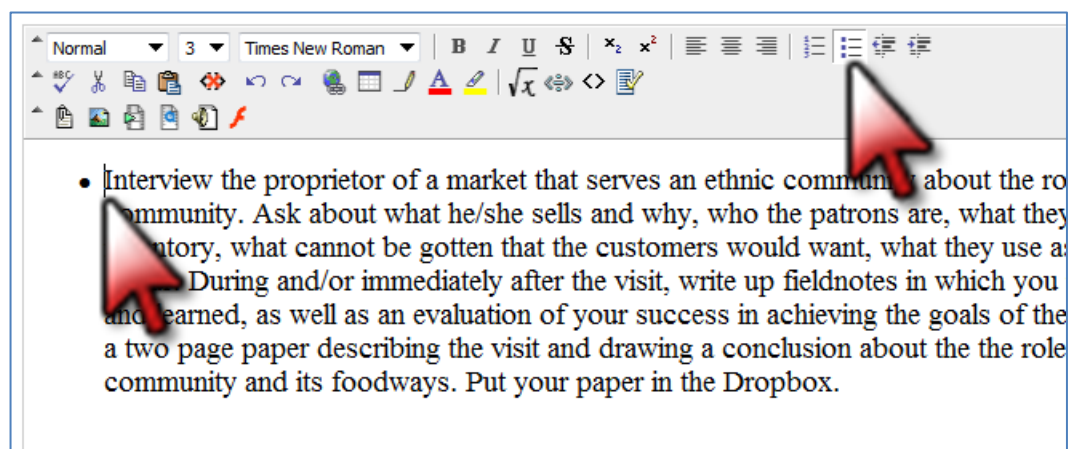
**(To be cautious, before deleting unwanted HTML code, insert blank space before and after the code.)**

Review all of the remaining text to remove unwanted code throughout the section.

Once the unwanted HTML code is deleted, click on the Toggle tool to return to the regular text.



Now go back to add the formatting features that you do want to include (bullets, bold, etc.).



**Save your work** and return to the student view to see how the text will appear in the course.

**Caution:**  
To prevent losing all text by mistake, it may be wise to save a copy of the original text on a separate document before removing unwanted HTML code from an online course.

<b>Blog Assignment</b> <ul style="list-style-type: none"><li>• Quote a statement from one of the films that was especially...</li></ul>
<b>Interview Report</b> <ul style="list-style-type: none"><li>• Interview the proprietor of a market that serves an ethnic community. Ask about what he/she sells and why, who the patrons are, what they use for inventory, what cannot be gotten that the customers would want, what they use a During and/or immediately after the visit, write up fieldnotes in which you and learned, as well as an evaluation of your success in achieving the goals of the a two page paper describing the visit and drawing a conclusion about the the role community and its foodways. Put your paper in the Dropbox.</li></ul>