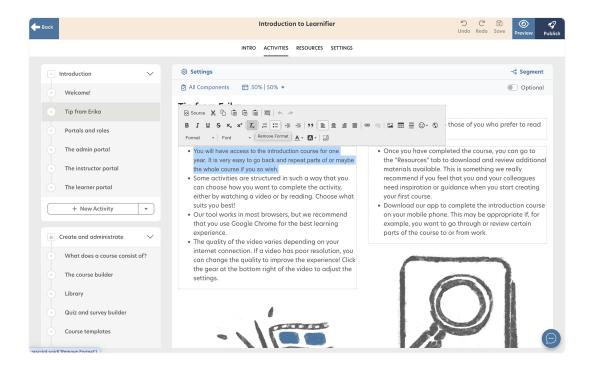


Resetting styling from copied texts

Ester Andersson - 2024-02-16 - Tips & Tricks

- 1. Go to the course builder and to the text you would like to edit.
- 2. Click on the text section so you enter text-editing mode. A toolbar will appear when you are in editing mode.
- 3. Select all text you want to reset the styling for.
- 4. Click on the reset styling icon in the toolbar. It looks like a T with a smaller x after it. The icon looks like this:
- 5. Finally, to remove all structural formatting, click on the format menu to the right of the toolbar. It usually says "Normal" or "Header 1". In the drop-down menu select "Normal" while still having all text selected.



1. **Tip:** you can also import the text without formation by clicking CTRL+SHIFT+V.