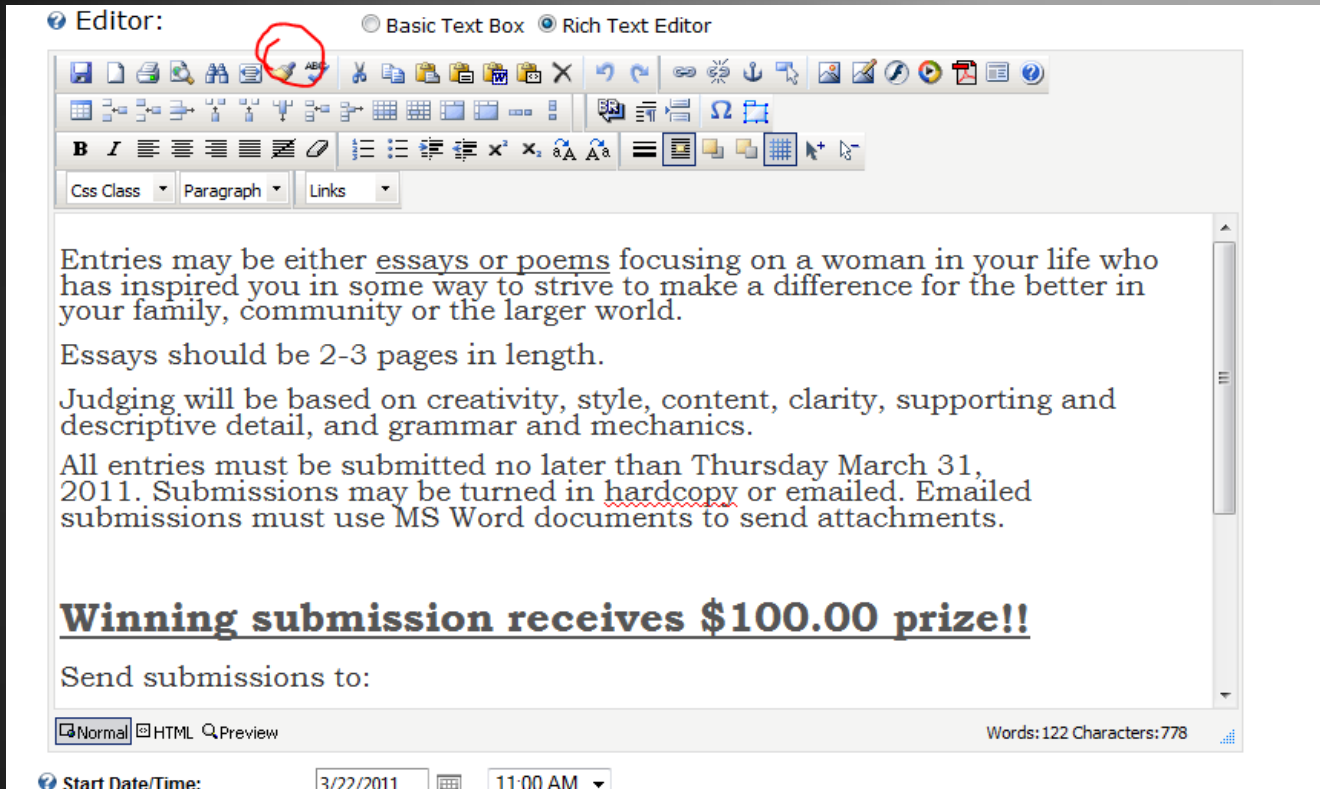


Cleaning Up Formatting



The screenshot shows a rich text editor window titled "Editor:". It has two tabs: "Basic Text Box" and "Rich Text Editor", with the latter selected. The toolbar contains various icons for text and image manipulation. A red circle highlights the Paintbrush icon, which is used for background color. Below the toolbar are dropdown menus for "Css Class", "Paragraph", and "Links". The main text area contains several paragraphs of text, including a bolded and underlined sentence: "**Winning submission receives \$100.00 prize!!**". At the bottom, there are tabs for "Normal", "HTML", and "Preview", and a status bar showing "Words: 122 Characters: 778". A "Start Date/Time:" field is also visible at the bottom left, set to "3/22/2011 11:00 AM".

Editor: Basic Text Box Rich Text Editor

Entries may be either essays or poems focusing on a woman in your life who has inspired you in some way to strive to make a difference for the better in your family, community or the larger world.

Essays should be 2-3 pages in length.

Judging will be based on creativity, style, content, clarity, supporting and descriptive detail, and grammar and mechanics.

All entries must be submitted no later than Thursday March 31, 2011. Submissions may be turned in hardcopy or emailed. Emailed submissions must use MS Word documents to send attachments.

Winning submission receives \$100.00 prize!!

Send submissions to:

Normal HTML Preview Words: 122 Characters: 778

Start Date/Time: 3/22/2011 11:00 AM

Click on the Paintbrush >>

Cleaning Up Formatting

Category: Information Sessions & Campus Tours Non-credit Lifelong Learning
 Student Events

Description:

Editor: Basic Text Box Rich Text Editor

Entries may be either essays or poems focusing on... has inspired you in some way to strive to make a... your family, community or the larger world.

Essays should be 2-3 pages in length.

Judging will be based on creativity, style, content, descriptive detail, and grammar and mechanics.

All entries must be submitted no later than Thursday, October 13, 2011. Submissions may be turned in hardcopy or electronic. All submissions must use MS Word documents to submit.

Winning submission receives \$100.00 prize!!

Clean Up HTML

- Remove all HTML tags
- Remove all word specific markup
- Clean up cascading style sheets
- Clean up tags
- Clean up tags

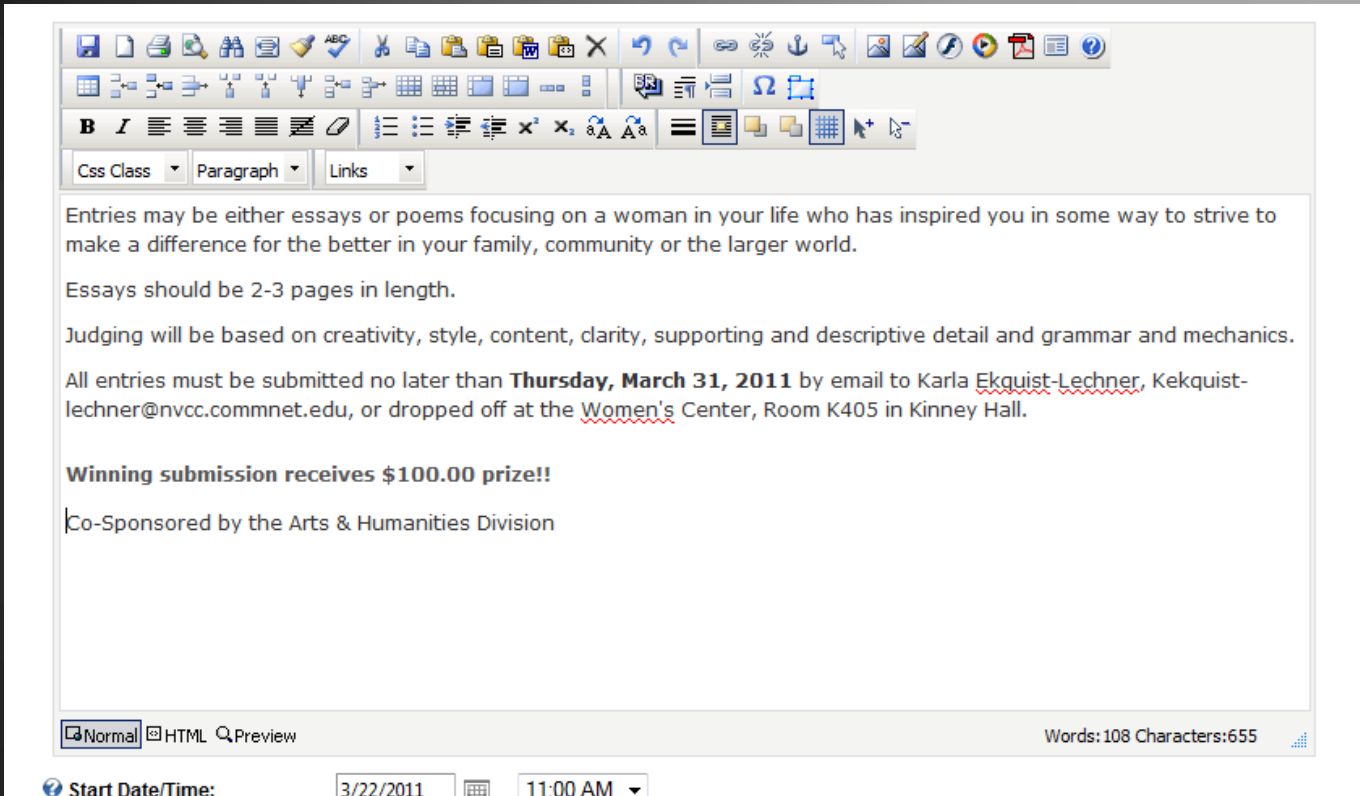
Cancel

Clean Up Formatting >>

Click:

1. Remove all word specific markup
2. Clean up cascading style sheets
3. Clean up tags
4. Clean up tags

Cleaning Up Formatting



The screenshot shows a Microsoft Word document with the following content and formatting:

- Paragraph 1: "Entries may be either essays or poems focusing on a woman in your life who has inspired you in some way to strive to make a difference for the better in your family, community or the larger world." (Normal)
- Paragraph 2: "Essays should be 2-3 pages in length." (Normal)
- Paragraph 3: "Judging will be based on creativity, style, content, clarity, supporting and descriptive detail and grammar and mechanics." (Normal)
- Paragraph 4: "All entries must be submitted no later than **Thursday, March 31, 2011** by email to Karla Ekquist-Lechner, Kekquist-lechner@nvcc.com, or dropped off at the Women's Center, Room K405 in Kinney Hall." (Normal)
- Paragraph 5: "**Winning submission receives \$100.00 prize!!**" (Bold)
- Paragraph 6: "Co-Sponsored by the Arts & Humanities Division" (Normal)

At the bottom of the document, there is a "Start Date/Time:" field with a calendar icon, showing "3/22/2011" and "11:00 AM". The status bar at the bottom right indicates "Words: 108 Characters: 655".

Clean Up Formatting »»

Click:

1. Delete all extra returns and spaces.
2. Bold important info and cut down extra text.