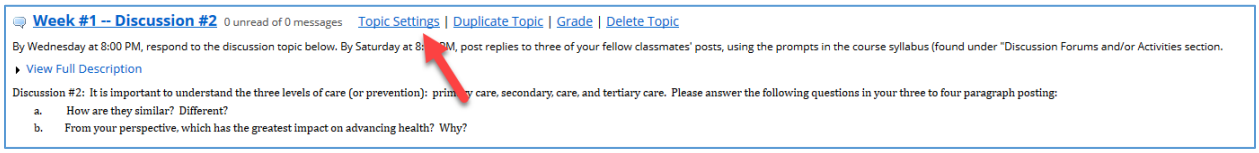
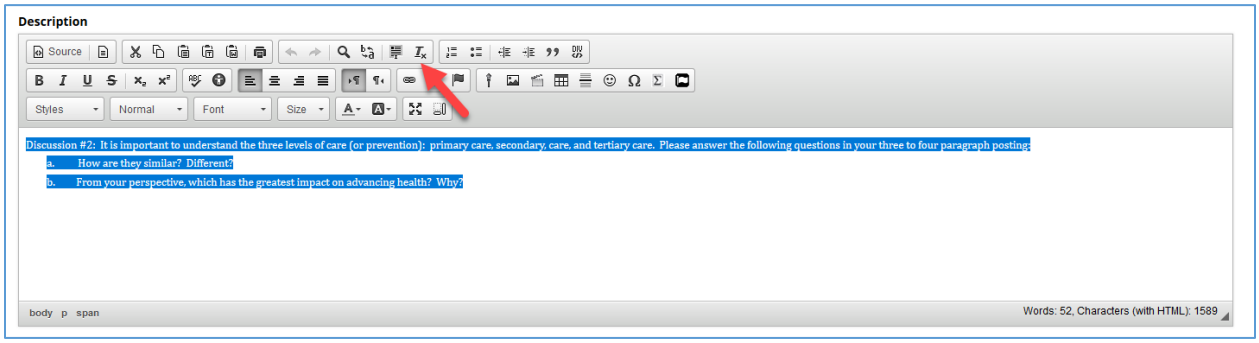
How to Remove Formatting

If you copy and paste text from a Word document, the text may not display in ECN the way it does in your previous file. To remove formatting of text in ECN, you can highlight the text and use the remove format button.

1. Click on the settings for an object or the Edit button. In this example, we'll click on Topic Settings to edit a discussion topic.



2. Highlight text to remove formatting and click on the Remove Format button.



3. Click Save.