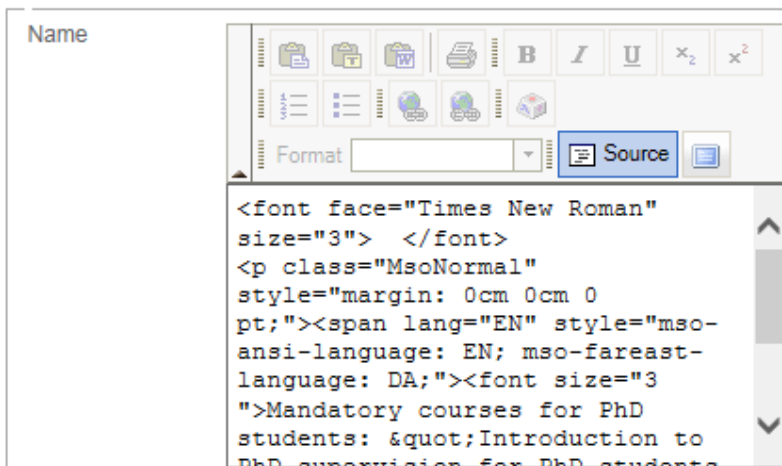


Copying texts from Word into the PhD Planner

If you copy a text straight into the PhD Planner from a Word document, the risk is that the element in question will no longer be visible in your PhD plan. This is because you will have copied a great number of codes from Word into the element concerned. The element you save may also take up so much space on your screen that clicking on Edit is no longer possible.

If you need to insert text from a Word document, you should copy it into the program called Notesblok/Notepad (a Windows program) first. Then you need to mark the text in Notesblok/Notepad, after which you can take a new copy of the text. You can then insert the text into the PhD Planner without any difficulties.

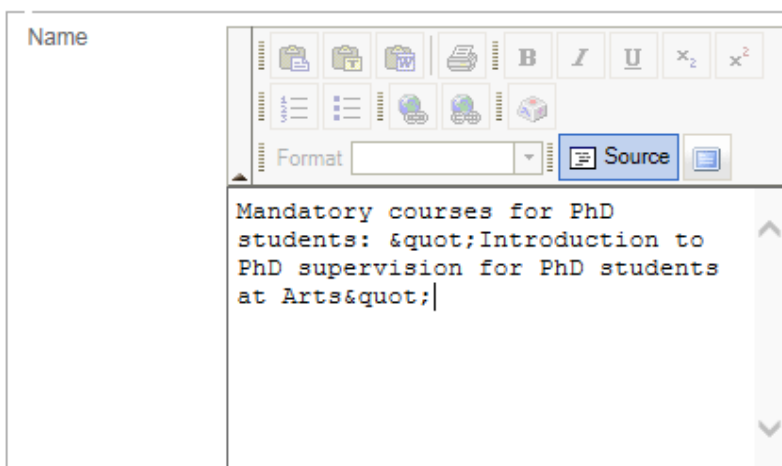
Here are all the codes when you copy a text straight from Word:



The screenshot shows a window titled 'Name' with a toolbar containing icons for file operations and text formatting (bold, italic, underline, subscript, superscript). Below the toolbar is a 'Format' dropdown menu and a 'Source' button. The main text area displays the following HTML code:

```
<font face="Times New Roman"
size="3"> </font>
<p class="MsoNormal"
style="margin: 0cm 0cm 0
pt;"><span lang="EN" style="mso-
ansi-language: EN; mso-fareast-
language: DA;"><font size="3
">Mandatory courses for PhD
students: &quot;Introduction to
PhD supervision for PhD students
```

And here are the codes after the text has been through Notesblok/Notepad first.



The screenshot shows the same 'Name' window as above, but the 'Source' button is not visible. The main text area displays the following clean text:

```
Mandatory courses for PhD
students: &quot;Introduction to
PhD supervision for PhD students
at Arts&quot;|
```