



## WEEKLY WRITING JOURNAL: Week of March 11th, 2019

### TIPS

Today I continued transferring documents into SharePoint. This is a tedious task and as I have been copying and pasting quite a lot, I've sharpened my hotkey skills for basic font manipulation. They are:

Ctrl+B = Bold

Ctrl+U = Underline

Ctrl+V = Paste

Ctrl+I = Italics

Ctrl+C = Copy

Ctrl+A = Select All

### OBSTACLES

I've had to keep a close eye on bold fonts that highlight interface commands in the new document. Since the old document presents the information with images that are not included in this transfer. This has forced me to look deeper in the content to make sure the true message is pulled across to the new document.

Not only am I editing for clarity, and to carry the true message, but I have to make sure the text shifts to the new document with the identical formatting as the originally document. This means:

- I am copying the text from the article, tables, and notes
- Pasting the content in a blank document stripped of format
- I add font corrections such as bold, underline, italics
- Then pasting the newly formatted content into SharePoint
- Finally, I check the html and convert the title to a header.