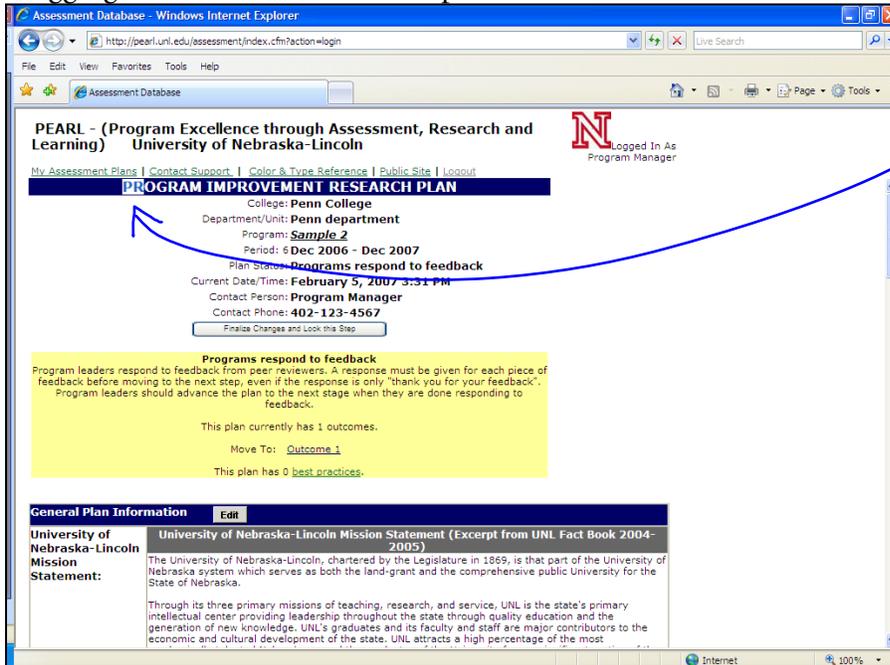


Converting Your PEARL Plan to a Word (2003) Document
Created for PEARL by Jeremy Penn (jpenn3@unl.edu)
Office of Undergraduate Studies

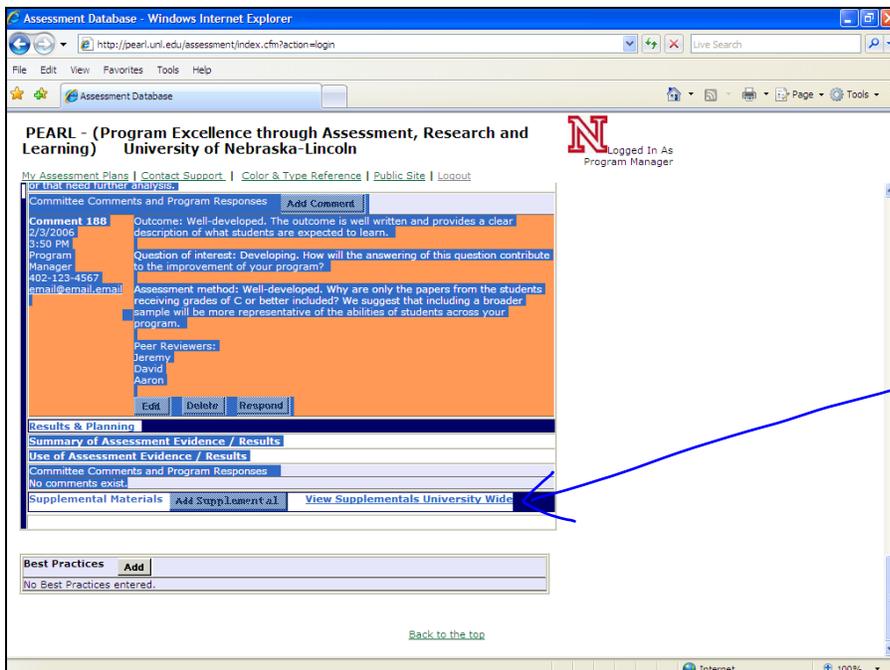
The following steps will help you convert your PEARL plan to a Microsoft Word document.

1. Go to your PEARL plan.

Highlight the portion of the PEARL plan that you wish to turn into a Microsoft Word document by placing your mouse at the beginning of the section you wish to include then clicking and dragging to the end of the desired portion.

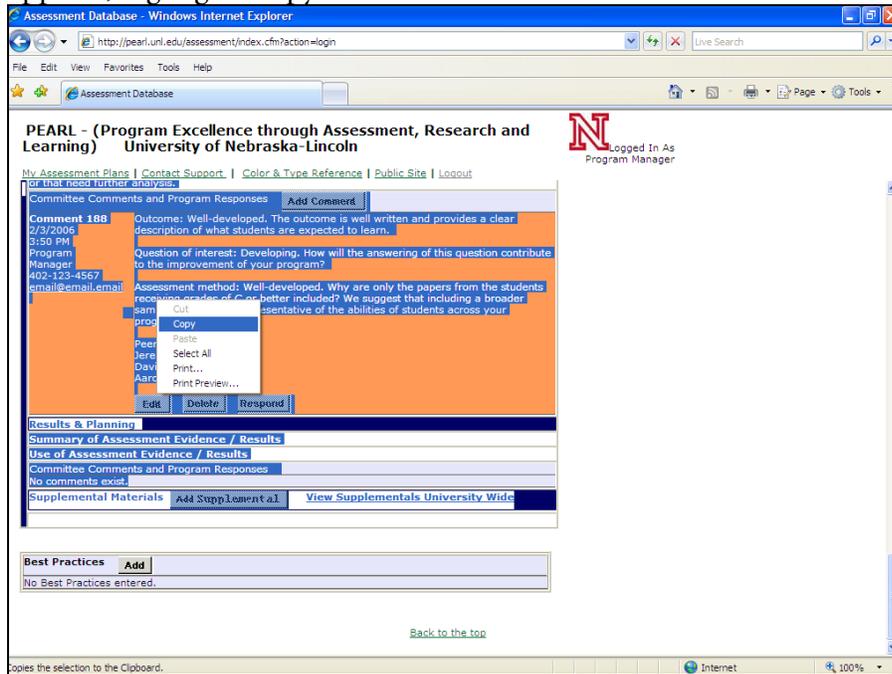


Start here

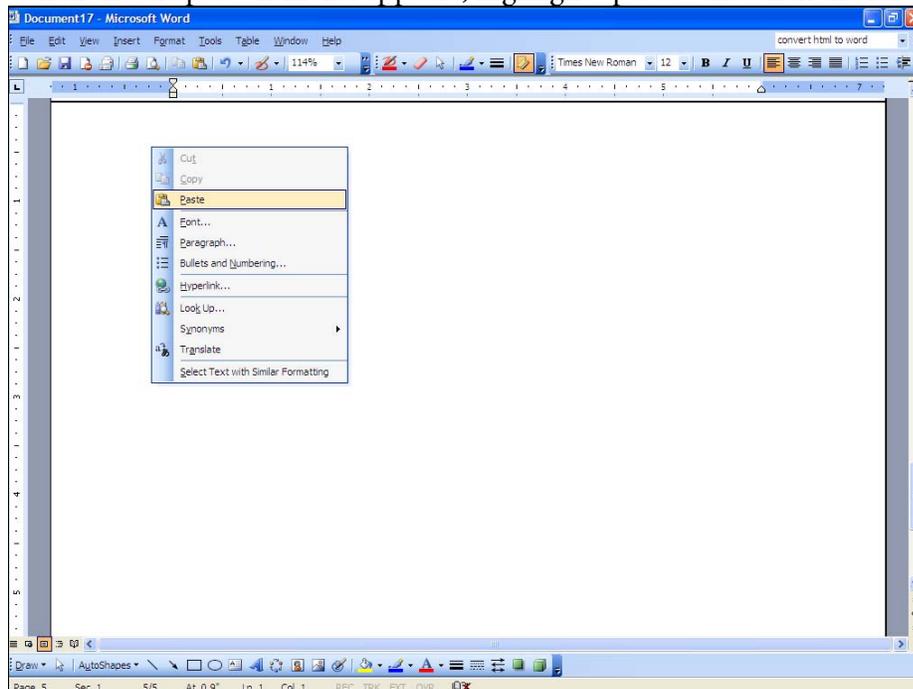


End here

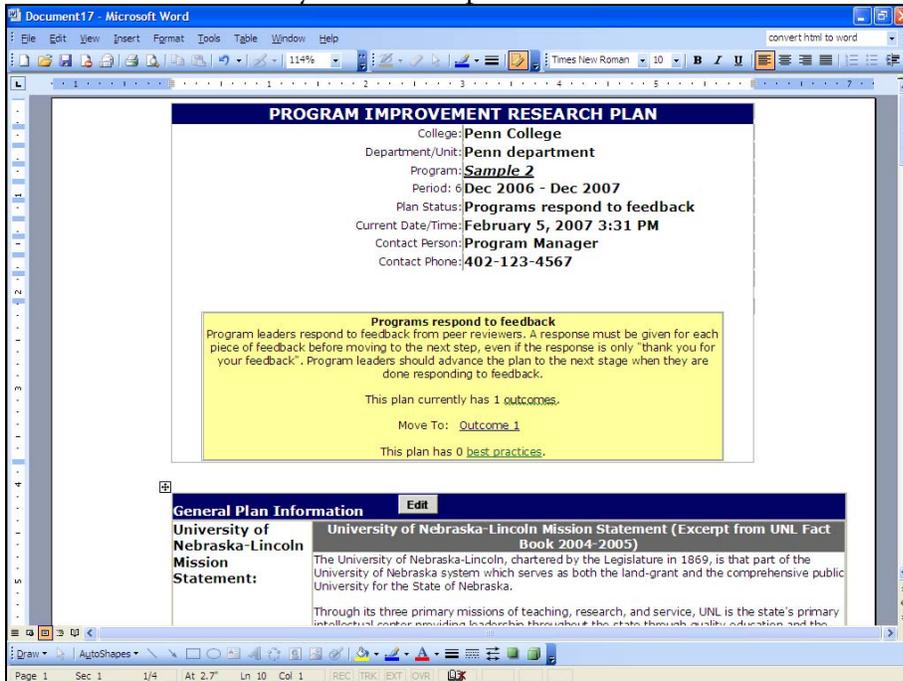
2. When you are finished highlighting, release the left mouse button. Then click the right mouse button anywhere on the highlighted text. When the dropdown menu appears, highlight “copy” and click the left mouse button.



3. Open a Microsoft Word document. Right click anywhere on the Microsoft Word document. When the dropdown menu appears, highlight “paste” and click the left mouse button.



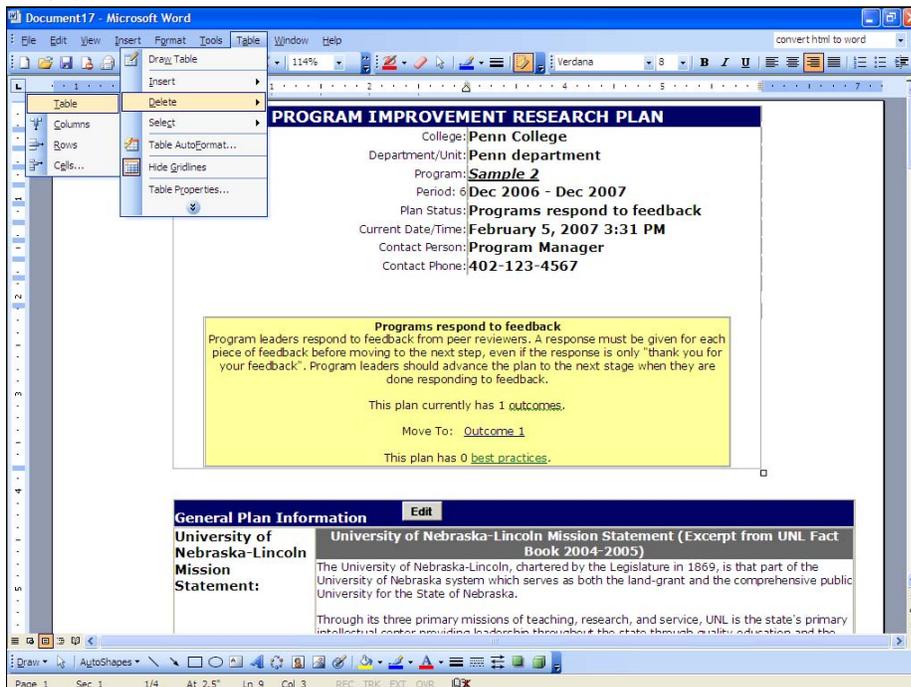
4. You should now see your PEARL plan in the Microsoft Word document.



However, we still need to do some formatting to get the document to print correctly.

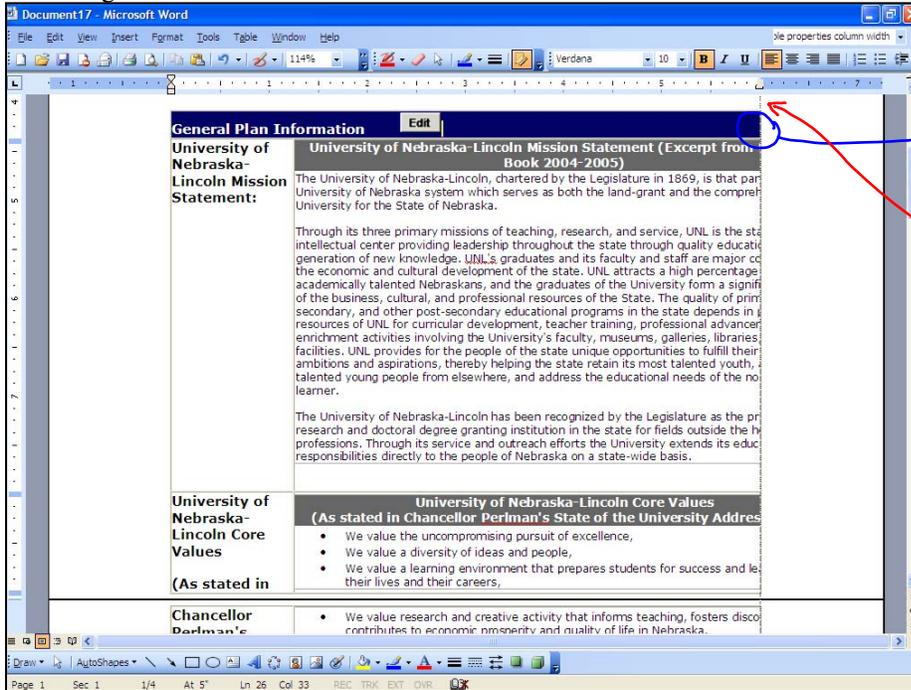
You should be sure to view your document in "Print Layout" under the "View" heading.

5. The PEARL plan has been entered in to Word as a series of tables. Therefore, all of the usual techniques for modifying tables in Word apply to changing the formatting of your PEARL plan in Word. For example, if you wish to delete the "Program improvement research plan" section, first click your mouse anywhere in this table so it is active, then select "table," then "delete," and then "table".



If you make a mistake, you can always select "edit", then "undo" and undo your last action.

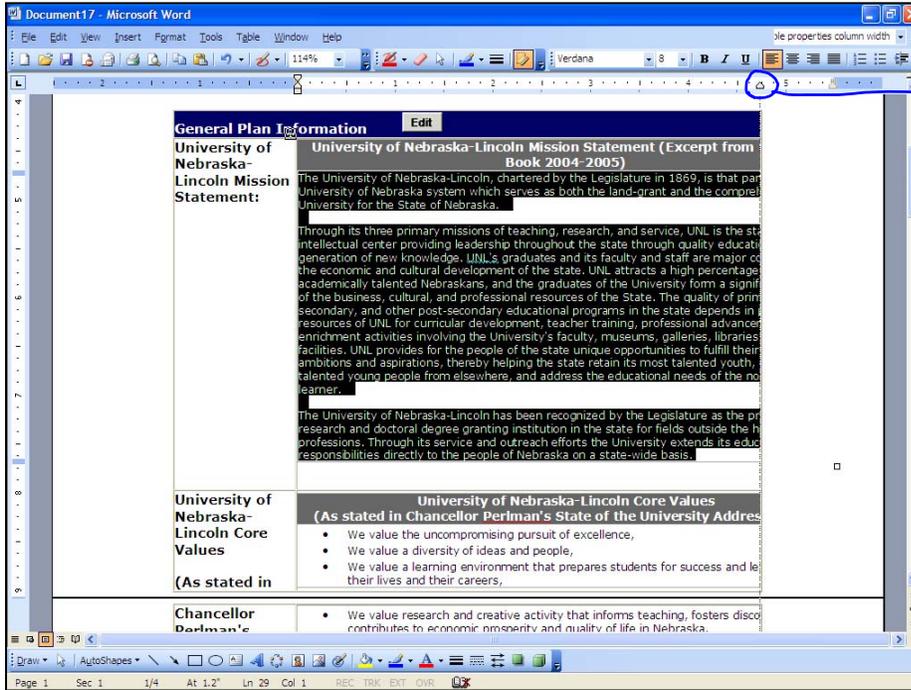
6. Now we need to adjust some of these tables to give them the correct margins for printing. Generally this is only an issue for the cover page. Move your mouse to the far right edge until it turns into the double sided arrow symbol  Click and drag until the table is small enough to fit on the page. If it won't resize the table, try selecting different table widths.



Click
and
drag
here

Notice
the dotted
line

7. The table is small enough now, but the text is not “wrapped” correctly. To get the text to wrap correctly, first highlight the text that is not wrapped correctly. Then click and drag the “right indent” tab at the top of the screen found along the ruler until it matches up with the edge of the table. If you can’t see the ruler, select “ruler” under the “view” menu.



This is the "right indent" tab

You need to repeat this separately for each section of text that is not correctly “wrapped.”

If you have additional questions or problems, please feel free to contact me.

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