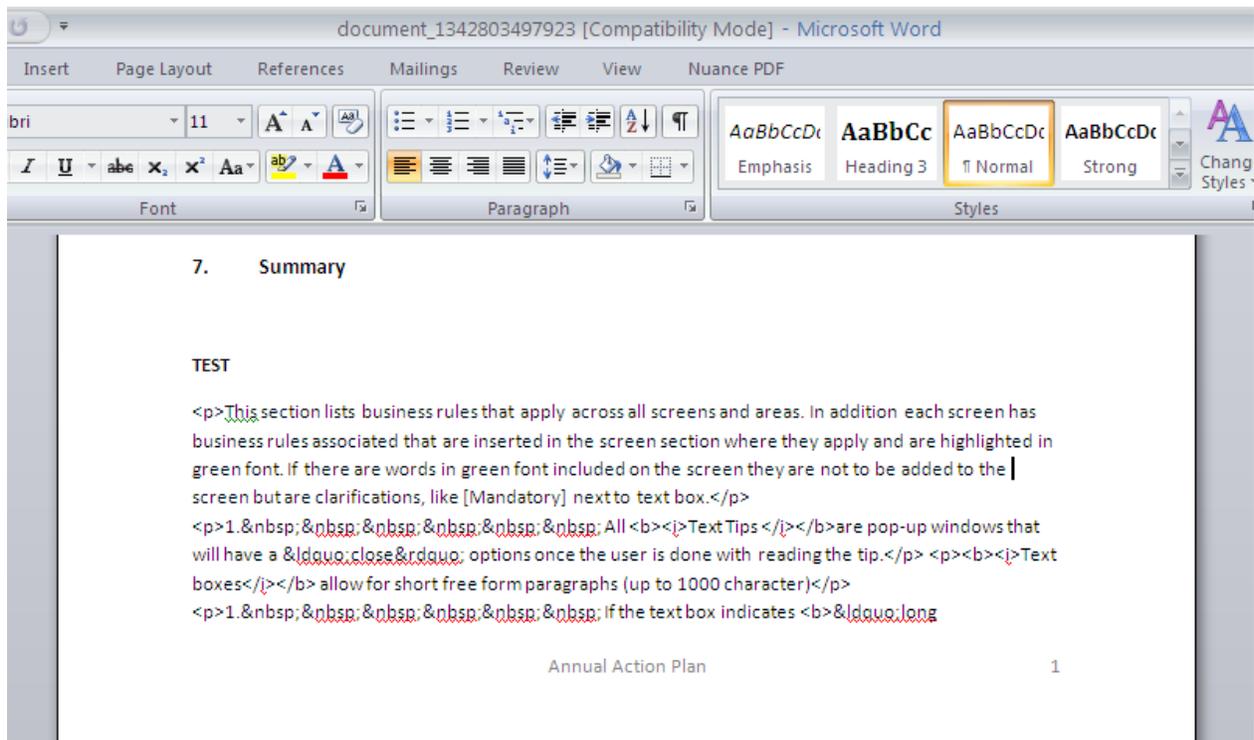


## Removing HTML Tags from Copied Text

If, when copying and pasting text from a Word document (or other source) into a Consolidated Plan text box in IDIS, the pasted text displays HTML tags there are one or two simple actions that users can perform to remove these tags.

**Example of the Problem:** HTML tags are special characters that appear within your text as illustrated below. Anywhere that you have tried to paste in formatted text (e.g. bolding, underlining, italics, indents, etc) you may see these special characters.



### **Solutions:**

#### **Option 1: Select the “Save” button.**

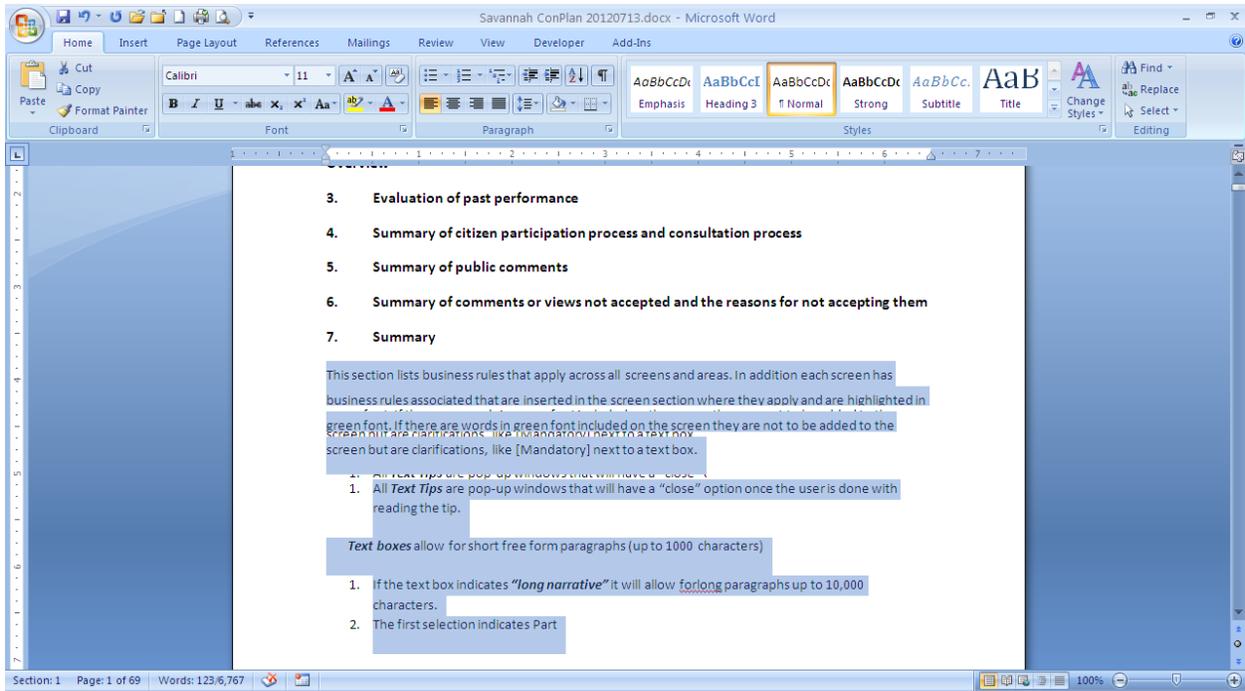
In IDIS, the Save operation will redisplay the content of the current screen and should render any HTML tags that are present, thus removing them from the displayed text.

#### **Option 2: Copy the text to a Text Editor, such as Notepad, and then copy the text from Notepad into the text box in IDIS.**

If Option 1 is unsuccessful or undesirable, this option will remove embedded HTML tags from the text before it is pasted into the IDIS Consolidated Plan text boxes. This assumes that the text to be copied does not contain visible HTML tags.

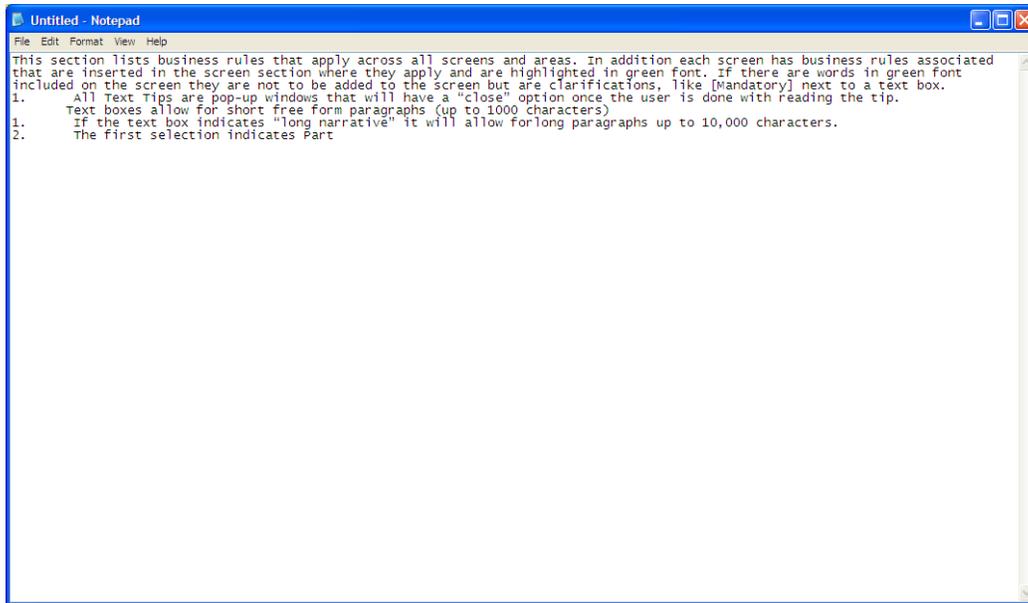
The steps for this option are as follows:

1. Select the desired text from the MS Word document that you wish to paste into the IDIS text box and use your preferred “copy” method (e.g., Ctrl-C).



**2. Open Notepad and paste the copied text into Notepad.**

Since Notepad is a simple text editor, any HTML formatting tags that may exist in the MS Word text will be “lost” or removed from the text when it is pasted into Notepad.



**3. Select and copy the text from Notepad, and past it into the IDIS text box**

Make sure that you have previously removed or deleted any unwanted text present in the IDIS text box (such as previously “pasted” text with visible HTML tags) **before** pasting the contents copied from Notepad. After pasting the text into the IDIS screen text box, use the formatting controls above the text box to apply the desired text formatting.

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <https://www.5.hud.gov/jds/cpExecutiveSummary.do>. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar contains various icons for navigation and utility. The main content area features a navigation bar with links: [Add GIS Map](#), [Add GIS Data](#), [Add JPEG](#), [Add Text](#), and [Add Table](#).

**4. Summary of Citizen Participation Process and consultation process**  
Summary from citizen participation section of plan.

**B I U** | | |

This section lists business rules that apply across all screens and areas. In addition each screen has business rules associated that are inserted in the screen section where they apply and are highlighted in green font. If there are words in green font included on the screen they are not to be added to the screen but are clarifications, like [Mandatory] next to a text box.

1. All **Text Tips** are pop-up windows that will have a "close" option once the user is done with reading the tip.

**Text boxes** allow for short free form paragraphs (up to 1000 characters)

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

**5. Summary of public comments**  
This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan

**B I U** | | |