nReports- Formatting Guide for Teachers

What will happen if I copy into nReports from a source document?

	Tables	Paragraphs	Bullets	Bold, Italic, Underline
Notepad	Do not use	Yes (only if you press the enter key twice)	It will be removed	It will be removed
Word	Do not use	Yes (only if you press the enter key twice)	It will be removed	It will be removed
Google Doc	Do not use	Yes (only if you press the enter key twice)	It will be removed	It will be removed

Always use bullets, italics and underline in nReports tool box

IMPORTANT:
- If data was put in and saved and later the comments were deleted for a new paste, then a formatting issue may arise. You will need to set the comment box to N/A, by clicking on the 'N/A' button, then paste, then remove the N/A