**What:** How to strip span formatting in Compliance Assist: Accreditation narratives

**Why:** Sometimes users fail to paste as plain text when copying data from external sources. This can cause inconsistent font, font sizes, and font colors

**Who on Campus:** Users with ‘Contributor’ access to the narrative

**Who at Campus Labs can help resolve this:** Support Team (support@campuslabs.com)

**Where is this located:** Accreditation🡪 Options🡪 Dashboard View 🡪Appropriate Requirement

**How to Strip Span Formatting: (In the Edit Mode of your narrative)**

1. Highlight the text
2. Select paintbrush icon
3. Select Strip Span Elements



 The system will strip the unwanted html characters.

1. Hit Update to save the changes

\*\*Note you must only highlight text that does not include tables to use this function.