

Common Form Implementation Guidance

Formatting Text Entries in SciENCv

Important Formatting Note

Text entered into SciENCv does not keep formatting (bold, bullets, spacing) when typed or copied from Word.

Formatting can be manually added with basic HTML formatting codes. The most common will be:

Tags	Use for:	Type as:	View as:
 	Add a line break.	Hello. Hello.	Hello. Hello.
<p>	Add paragraph between lines.	Hello. <p> Hello.	Hello. Hello.
 	Bolds text between tags	 This is bold.	This is bold.
<u> </u>	Underlines text between tags	<u> This </u> is underlined.	<u>This</u> is underlined.
	To set up the bullet point structure	 - First item - Second item 	• First item • Second item
	For each bullet point		

Additional resources on basic HTML formatting can be found [here](#).

For faster conversions, consider using a [Word-to-HTML editor](#)

- On the WORD tab, paste in your text as formatted
- On the HTML tab, copy the code and paste it into the SciENCv editor
 - Clicking 'clean' before copying will remove any extra lines and shorten the code



These instructions are to further compliance with [NOT-OD-26-018](#) to enhance readability of senior personnel documents created in SciENCv. These instructions are not from NIH and are not required for compliance.