

Word to PolicyStat Conversion

While this process does provide convenience for users who prefer working in a Word interface, a reminder that adjustments to formatting will not transfer to PolicyStat. The following are a few items to consider during import.

Microsoft Word features that will transfer to PolicyStat

- Basic text
- Photos and graphics
- Hyperlinks to websites, emails, and other documents
- Tables
- Bolding text
- Italicizing text

PLEASE NOTE: If any of the features shown above do not transfer appropriately to Word, please contact PolicyStat Support at support@policystat.com or 317-644-1296 x2

Microsoft Word formatting features that transfer to PolicyStat, but not in the original format

- Underlined text is represented as bold
- Strikethrough text is represented as italics
- Font styles (Heading 1, 2, 3) will not retain colors or font changes. Font sizes will set to the PolicyStat standard.
- "Fake" lists that have been created manually in Word will not be recognized as true lists in PolicyStat. For more information, [see this article](#).

Microsoft Word formatting features that will not transfer to PolicyStat

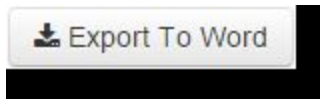
- Comments included during track changes.
- Font colors (other than black).
- Font sizes (outside of headings)
- Tabbed spacing or indents
- Highlighting

Exporting To Microsoft Word

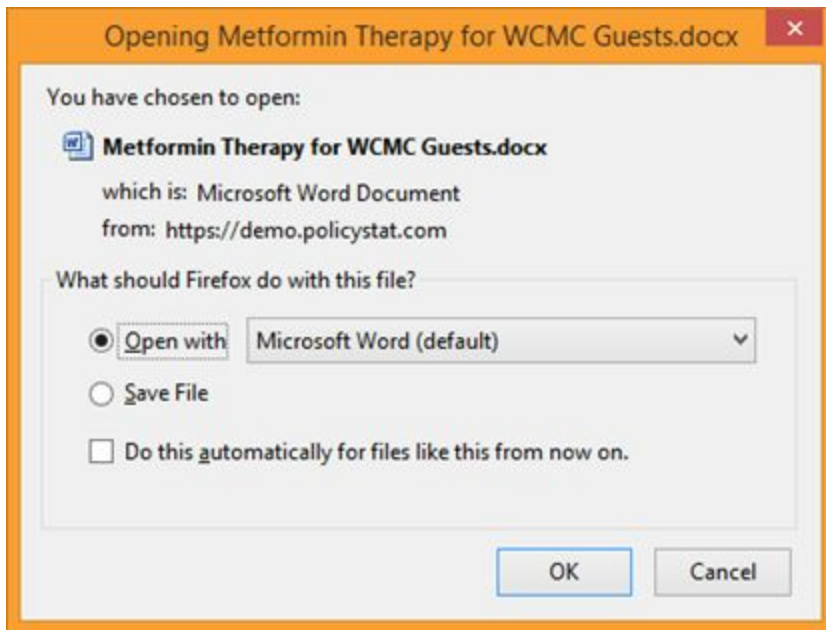
- To export to Microsoft Word, first click the Edit link in the bar on the top right of the policy.



- Click the Export to Word button.



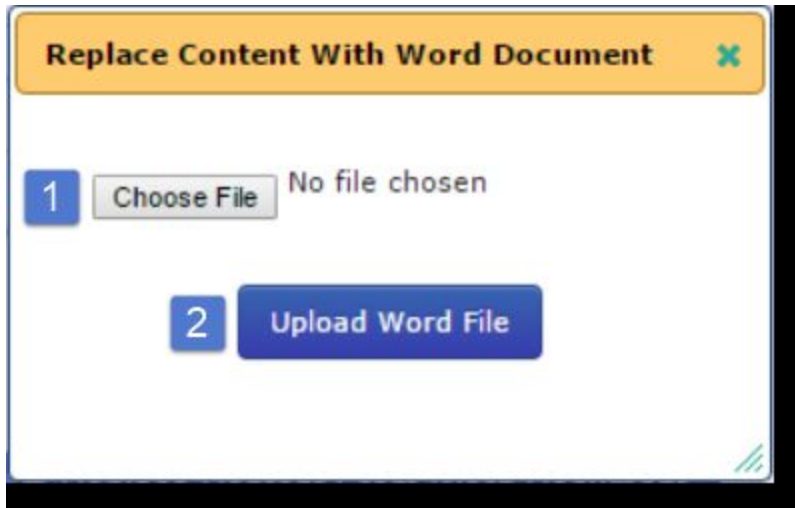
- A Word document will be created. Depending on local settings and web browser, you may see an option open the file directly, save a copy to your local drive, or an automatic download to the selected folder for downloads.



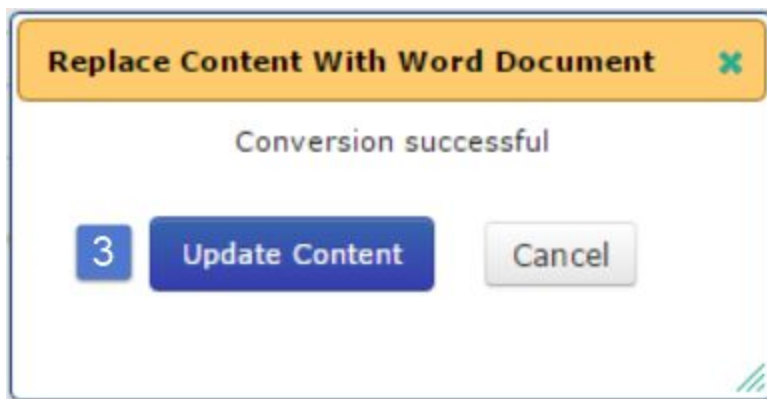
- Save/open the Word document, and make edits as desired. Please refer to the [conversion details](#) above for additional guidance about formatting.
- When all edits have been completed, save a copy to your local computer to a location where you know where to find it. A suggested location is to create a folder on your desktop (e.g. - PolicyStat, etc.) for saving all PolicyStat files.
- To replace the content in PolicyStat with the changes made in Word, return to the Edit view of the PolicyStat policy, and click the Replace Content From Word Document button.



- Use the Choose File button (1) to locate the Word document, and click the Upload Word File button (2) when ready.



- The conversion will process changing the Word document to the HTML format required by PolicyStat.
- When the conversion has been successfully completed, click the Update Content button (3) to finalize the update.



- It is recommended to review the policy in PolicyStat to ensure the conversion processed correctly and no errors are included.