

# Well-formed Word Documents

Last Modified on 05/14/2018 4:57 pm EDT

Material before the first heading style is imported as the Policy Document's description. This may include a cover page and other front-matter. A generated table of contents will not be imported.

Word features that are imported include:

- **Explicit font family, font size, font weight, font style (italics or roman), color, and background-color (highlighting).**
  - **Embedded images in GIF or JPEG encoding will import correctly, but alignment and other options may not. Scaling and cropping of images in Word will not import correctly.**
  - **Nested bulleted lists work, but Word can make flat lists appear nested (Word allows each list item to have a different indentation and bullet character). If results after import are not as expected, edit the Word document, making sure that the bulleted lists are actually nested.**
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