

# Creating a New Protocol Directly from a Word Document

This is a quick way to get started creating a protocol from an existing word document.

1. Create an empty protocol in the appropriate section.
2. Import the word doc from your filesystem. This will replace your saved protocol page with your word content.
  - a. When viewing the page click on the "Tools" menu in the upper-right as select "Doc Import"
  - b. Select "Choose File" and select a file from your computer.
  - c. Select "Import". This will save your page.
  - d. You should see your page rendered from the word document.

You may also copy and paste directly into the rich-text editor from the word document, instead. With either method, not all formatting will be perfectly preserved.