

# **Scrubbing the Legal**

When pasting the legal description from another source, latent formatting or images from the other program may remain and cause problems with formatting in SoftPro Select.

There are two options available for scrubbing the legal of unwanted formatting:

- > Using the **PASTE** feature within your SoftPro order
- Vsing Notepad

You can use whichever you are most comfortable with as both options achieve the same results, removing the latent formatting from text copied from another program.

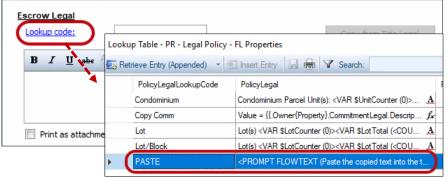
**HINT:** When working with a lengthy legal Scrollable Field Editor description, use the keyboard shortcut, B I U abe 🔊 (\*) 🗏 賃 賃 🕵 Ctrl + E to open the Scrollable Field Commencing at a 5/8 inch iron pin at the Northeast corner of Section 8, Township 65 North, Range 6 West thence N 56°45'19° W, a distance of 270.17 feet to New Route 61 (ffuture 27) Median Centerline Station 35-00, reestablished by Robert L. St. Clair, L.S. 2038; thence S 16° 16' 08" E for a distance of 884.48 feet to M edian **Editor**. This provides a larger field to enterline P.C. Station 43+84.48; thence along a 1°30'00" curve to the right, said curve having a radius of enter/review the information. 3.819.72 and an interior and Scrollable Field Editor 61+19.57; thence S 9° 45' 2 Point of Beginning; thence You can also temporarily increase the font Centerline at Station 119+2 B I U abe \* ) (\* ) 三 譚 譚 🐏 Median Centerline at Statio size in this window. Press and hold the Ctrl Median Centerline at Statio Commencing at a 5/8 inch iron pin at the Northeast corne Median Centerline at Statio key, use the scroll wheel on your mouse to 99+00; thence S 9° 45' 27" thence N 56°45'19" W, a distance of 270.17 feet to New reestablished by Robert L. St. Clair, L.S. 2038; thence S enlarge the text (scroll wheel forward). Centerline P.C. Station 43+84.48; thence along a 1°30'00 3,819.72 and an interior angle of 26° 01' 35" for a distanc 61+19.57; thence S 9° 45' 27" W for a distance of 5800.4 Point of Beginning; thence southeasterly to a point 200 fe Centerline at Station 119+20; thence northeasterly to a po Median Centerline at Station 115+80; thence westerly to a Read from File Median Centerline at Station 115+80; thence northeasterl Median Centerline at Station 99+00: thence northwesterly 99+00; thence S 9° 45' 27" W along said centerline for a

#### Using the PASTE Feature in SoftPro

1. Copy the legal description from the external document

In your SoftPro order,

- 2. Navigate to the appropriate screen containing the Legal Description field
- 3. Click the **Lookup code** link
- 4. Double-click the **PASTE** entry to open the **Lookup LegalDescription** window

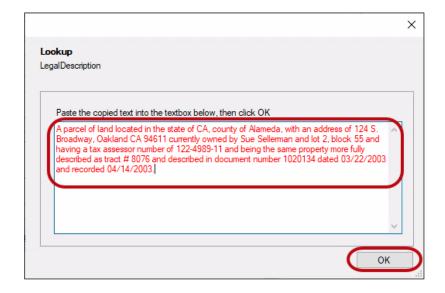


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- 5. When prompted, paste the copied text using press CTRL + V into the text box
- 6. Click the **OK** button

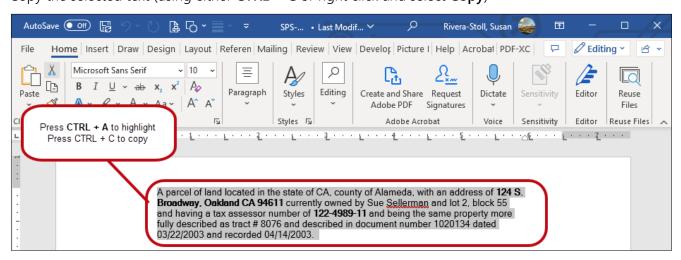


The scrubbed legal description is now pasted in your SoftPro order and should render without errors due to latent formatting.

#### **Using Notepad**

Follow these steps to use the Notepad program to strip away or "scrub" the formatting before pasting a legal description from another source.

- 1. From the original (source) program, highlight the legal description (or the portion) you wish to capture
- 2. Copy the selected text (using either CTRL + C or right click and select Copy)

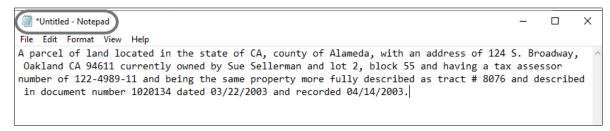


3. Open Notepad



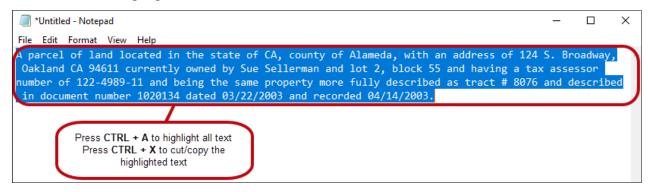
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4. In Notepad paste the text



When the text is pasted into Notepad, all formatting is automatically stripped away (or scrubbed).

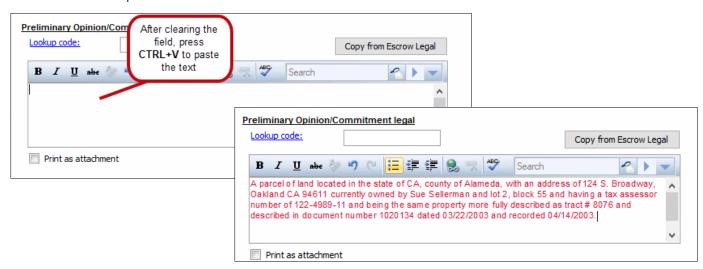
5. Press Ctrl + A to highlight all of the text



6. Press CTRL + X to cut and copy the highlighted text

In SoftPro Select,

- 7. Navigate to the appropriate legal description field
- 8. Press the F2 key to clear the field
- 9. Press CTRL + V to paste the scrubbed text



Your scrubbed text is now pasted in your SoftPro Select order with no latent formatting.

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