

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.

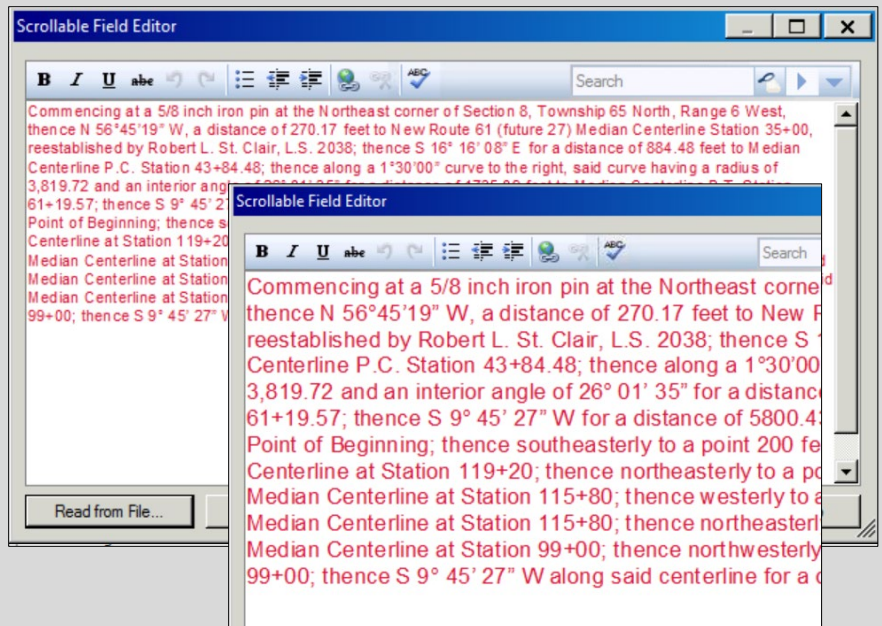
There are two options available for scrubbing the legal of unwanted formatting:

- › Using the **PASTE** feature within your SoftPro order
- › Using 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 description, use the keyboard shortcut, **Ctrl + E** to open the **Scrollable Field Editor**. This provides a larger field to enter/review the information.

You can also temporarily increase the font size in this window. Press and hold the **Ctrl** key, use the scroll wheel on your mouse to enlarge the text (scroll wheel forward).

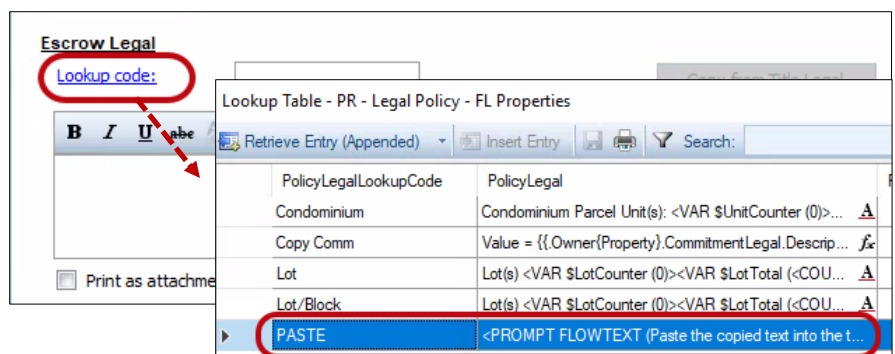


### Using the PASTE Feature in SoftPro

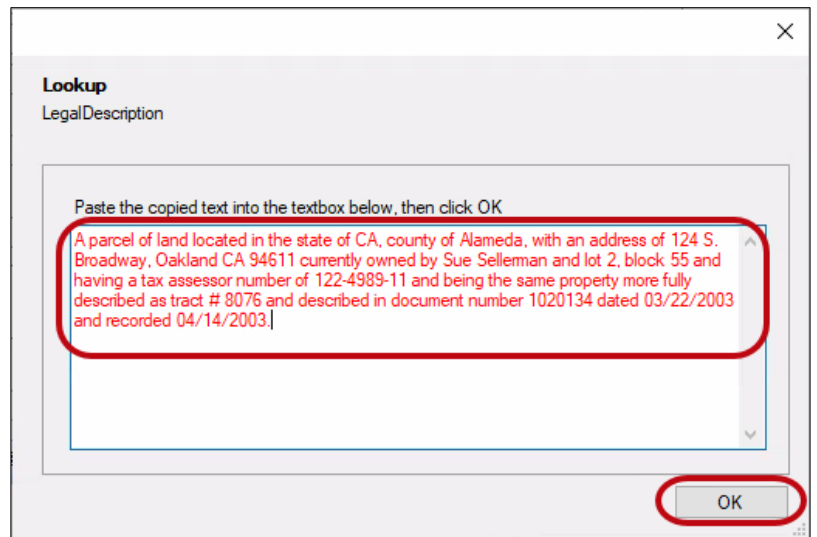
1. Copy the legal description from the external document

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



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

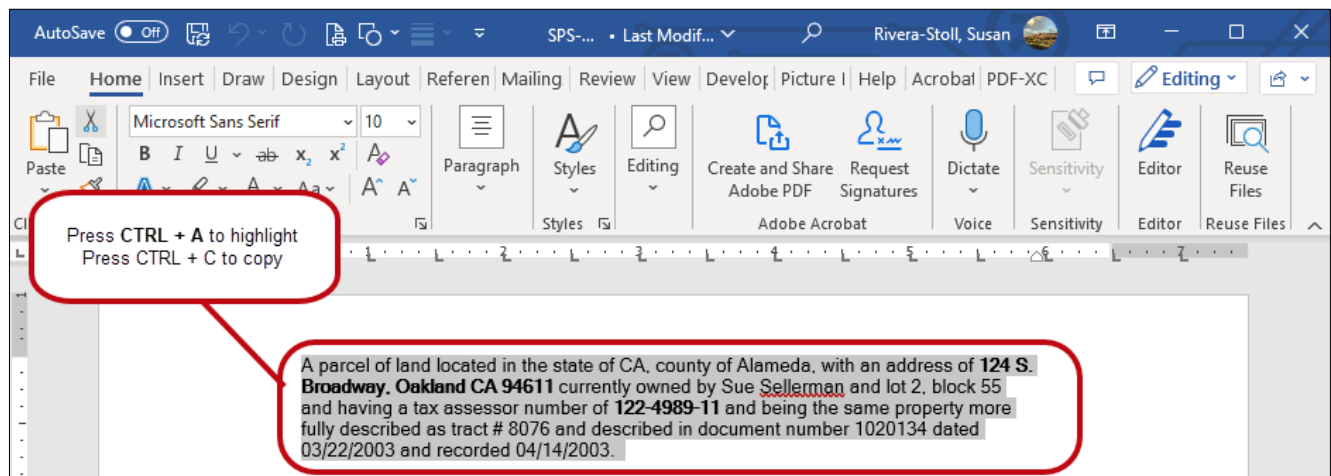


The scrubbed legal description is now pasted in your SoftPro order and should render without errors due to latent formatting.

### Using Notepad

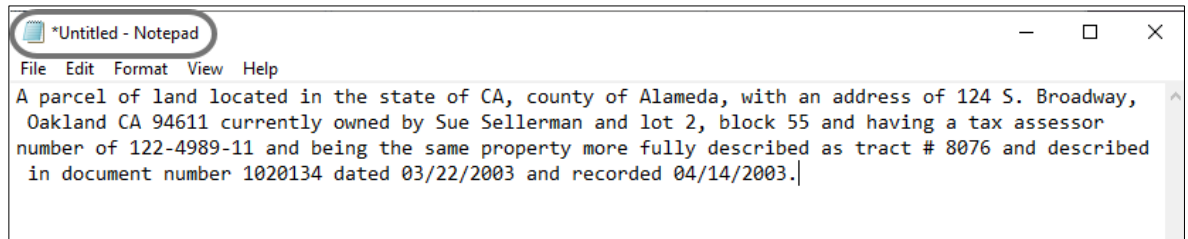
Follow these steps to use the Notepad program to strip away or “scrub” the formatting before pasting a legal description from another source.

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



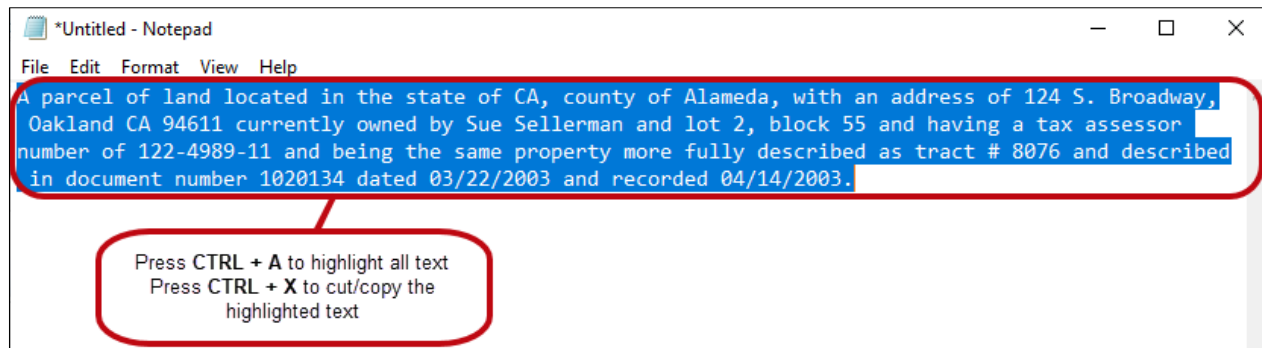
- Open Notepad

4. In Notepad  
paste the text



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

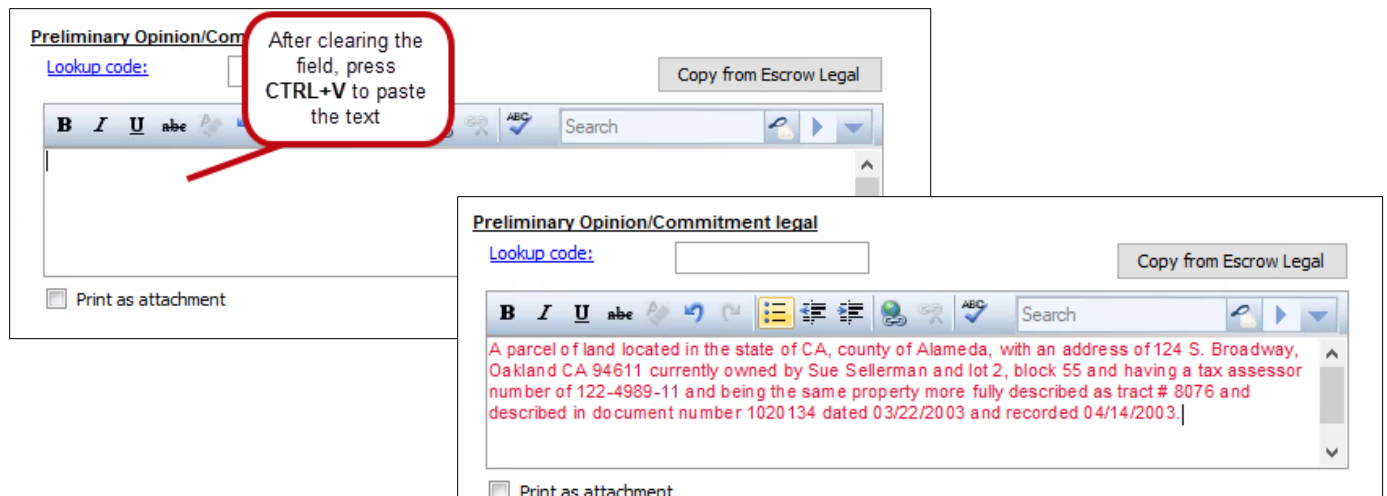
5. Press **Ctrl + A** to highlight all of the text



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.