

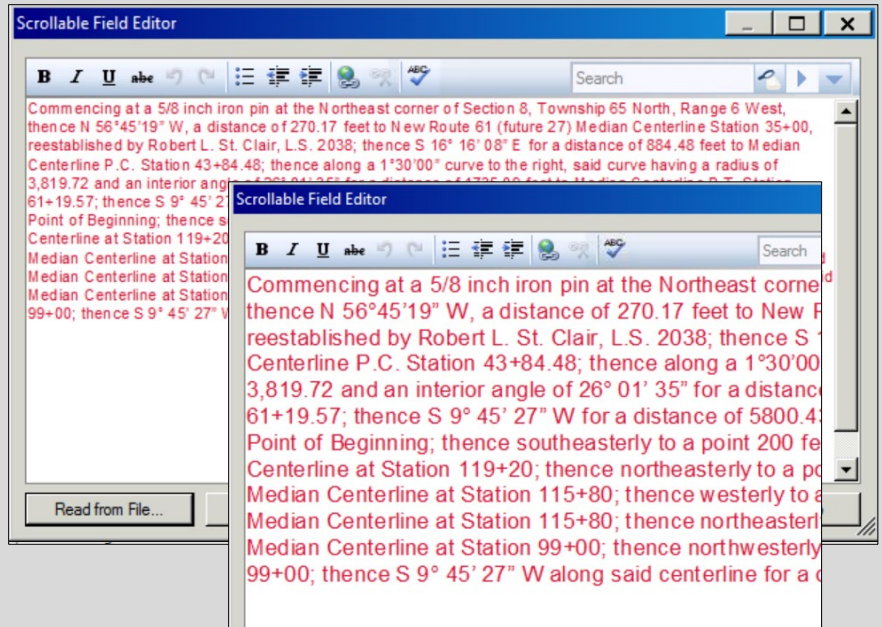
Scrubbing the Legal with Clear All Formatting

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.


Using the **Clear All Formatting** option within your SoftPro order allows you to copy/paste the text once and scrubs the text of unwanted formatting with one click.

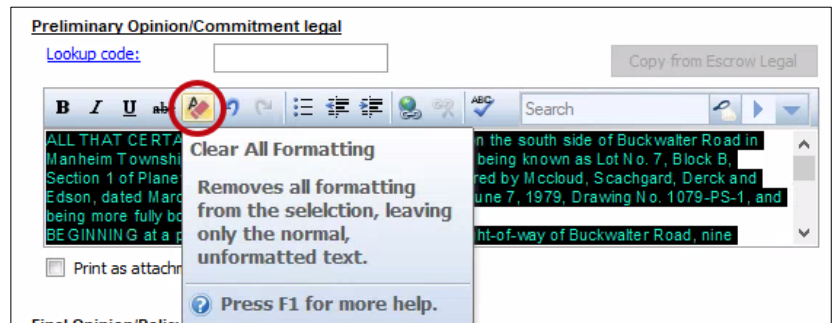
HINT: When working with a lengthy legal description, use the keyboard shortcut, **Ctrl + E** to open the **Scrollable Field Editor**. This provides a larger field to enter/review the information.

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 Clear All Formatting Feature in SoftPro

1. Copy the legal description from the external document into the corresponding field within your order
2. Highlight the copied text (press **CTRL + A** to select all text in the field)
3. Click the **Clear All Formatting**  icon on the toolbar



The formatting is now cleared, and you can generate your document without the unwanted formatting.