

# Clear All Formatting



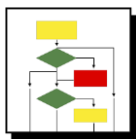
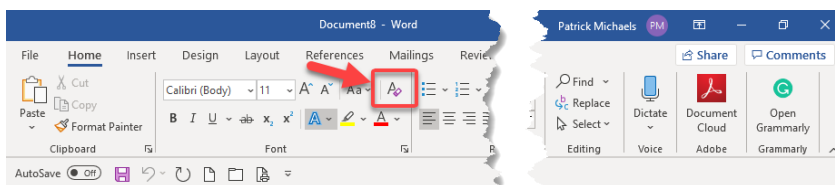
## Overview

Clear All Formatting strips all formatting (font, size, color, etc.) from the selected part of a document. It returns it to the Normal style



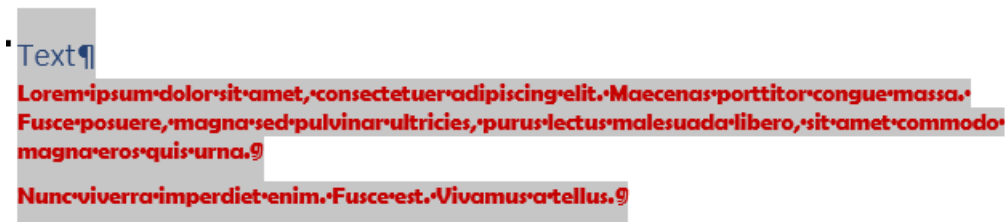
## Location

The **Clear All Formatting** button is in the **Font** section of the **Home** tab.

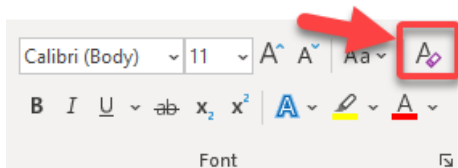


## How it Works

1. Highlight the text to remove formatting



2. Click **Clear All Formatting** button



3. Highlighted text is returned to the base style of the template

