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.

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How it Works

1. Highlight the text to remove formatting

Text¶

Lorem•ipsum•dolor•sit•amet,•consectetuer•adipiscing•elit.•Maecenas•porttitor•congue•massa.• Fusce•posuere,•magna•sed•pulvinar•ultricies,•purus•lectus•malesuada•libero,•sit•amet•commodo• magna•eros•quis•urna.9

Nuncviverra•imperdiet•enim.•Fusce•est.•Vivamus•a•tellus.9

2. Click Clear All Formatting button



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

Text¶

Lorem·ipsum·dolor·sit·amet,·consectetuer·adipiscing·elit.·Maecenas·porttitor·congue·massa.·Fusce· posuere,·magna·sed·pulvinar·ultricies,·purus·lectus·malesuada·libero,·sit·amet·commodo·magna·eros· quis·urna.¶

 $Nunc \cdot viverra \cdot imperdiet \cdot enim. \cdot Fusce \cdot est. \cdot Vivamus \cdot a \cdot tellus. \P$