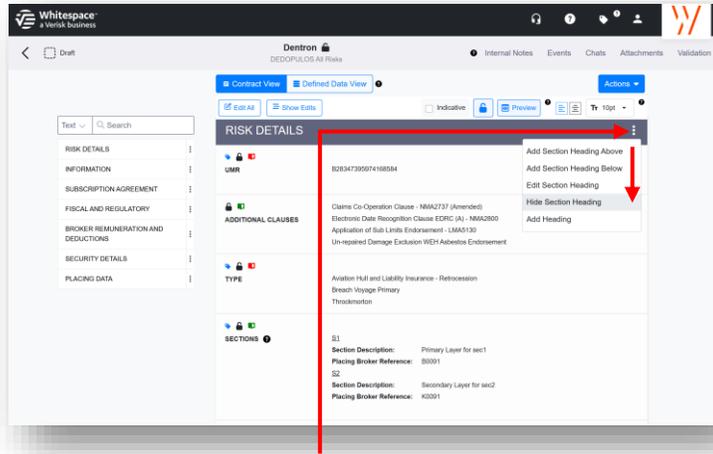


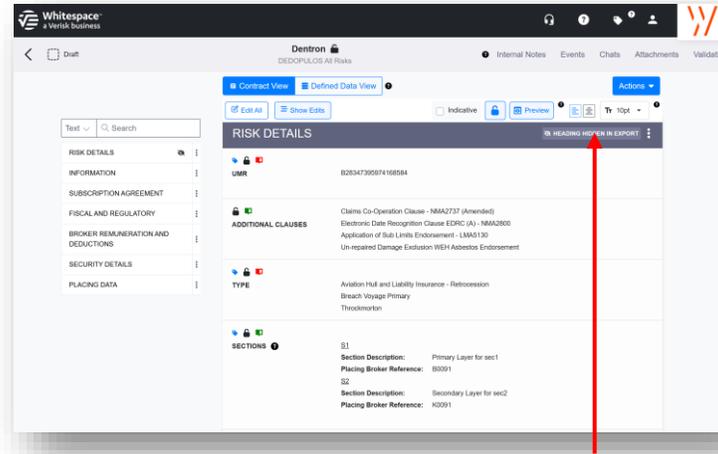
Hiding Contract and Section Headings to Reformat an Exported Contract

1.



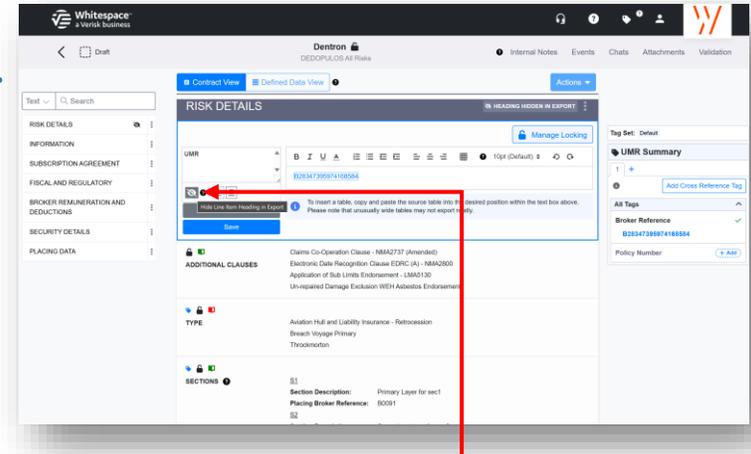
To hide a section heading in exported copies of the contract, click on the section heading's three-dot icon and select the 'Hide Section Heading' option.

2.



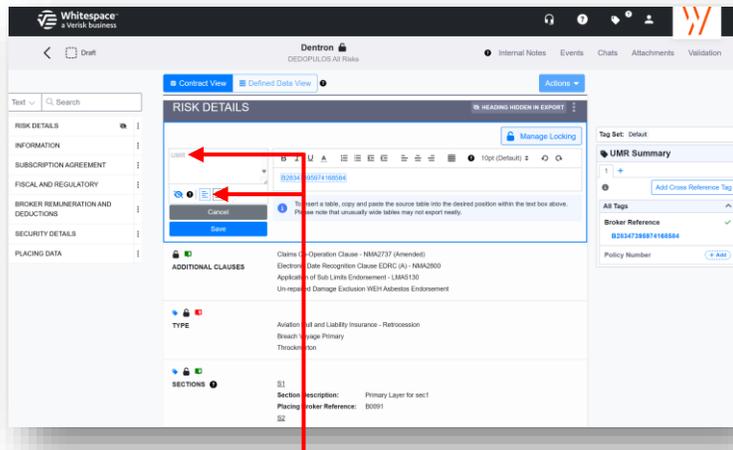
The label clearly states that the heading is hidden in exports. When the contract is exported, the document will flow smoothly to the next contract heading without any gap or break.

3.



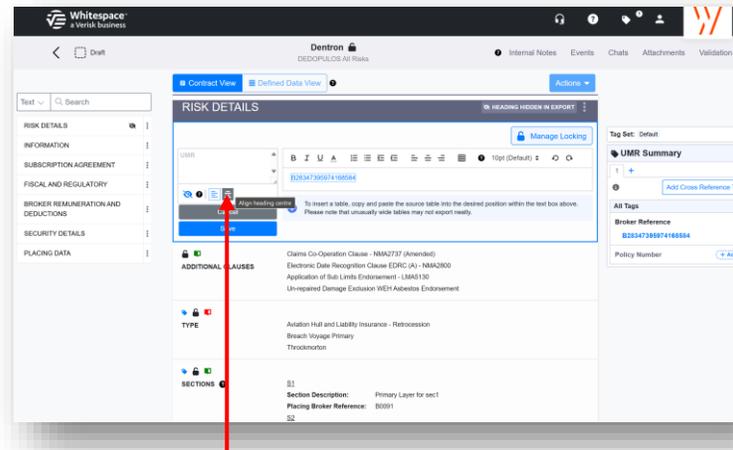
To hide a contract heading's title in exported copies of the contract, edit the contract heading and click the grey 'Struck-Through Eye' icon just below the title box, on the left.

4.



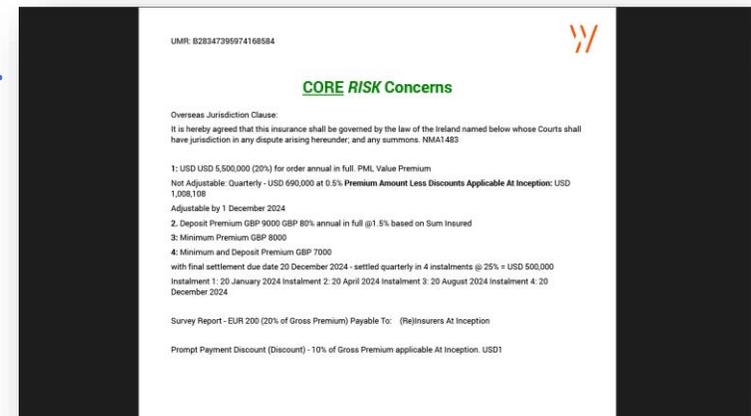
The heading title is greyed out to show it is hidden. When a heading title is left-aligned, the text of the contract heading is indented into a second column. This can be used to appear to flow text on directly from a visible left-aligned heading title.

5.



When the heading title is centre-aligned, it appears on its own line of the exported document, and text is fully left-justified on the page. This can be used with rich text formatting to produce almost any style of document.

6.



Heading titles cannot be styled, but if they are hidden, a line of text can then be formatted to appear to a title of any style. Similarly, multiple contract headings can appear to be one piece of text, and inserted page breaks can control pagination.