Hiding Contract and Section Headings to Reformat an Exported Contract

Electronic Date Recognition Clause EDRC (A) - NMA280

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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.

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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.



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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.



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.



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.

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