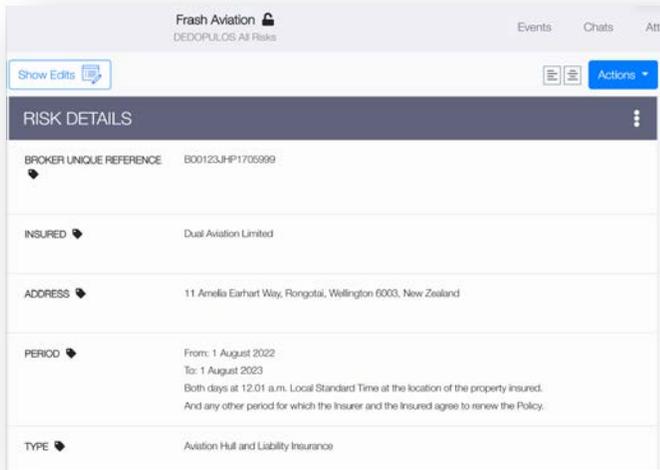


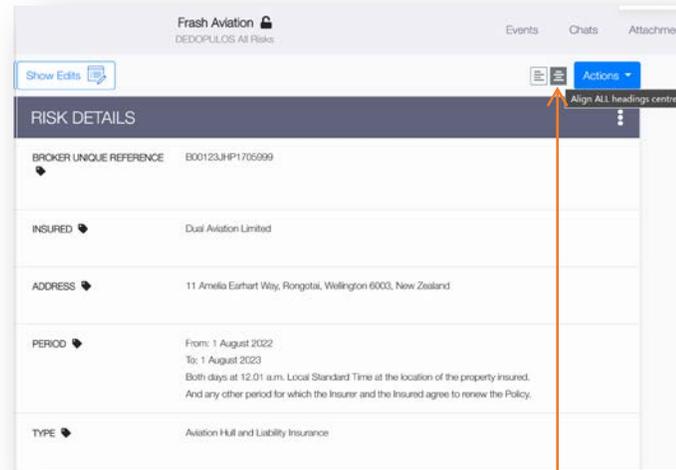
Advanced Contract Formatting Options

1.



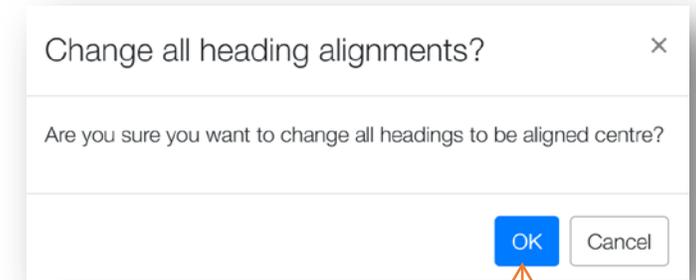
To apply the new formatting options, open the instance of the contract you want to modify

2.



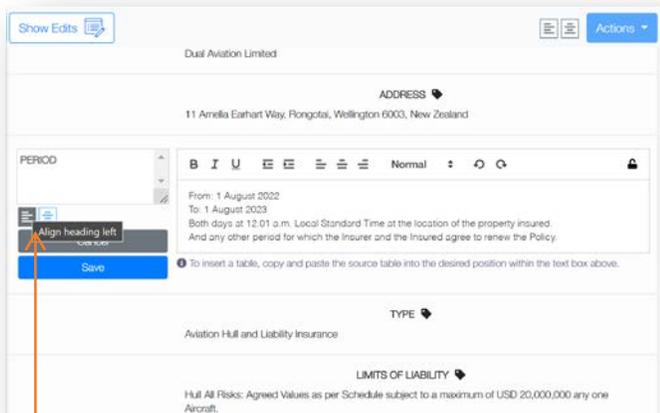
Click on the text alignment icons next to the 'Actions' button to align all contract headings

3.



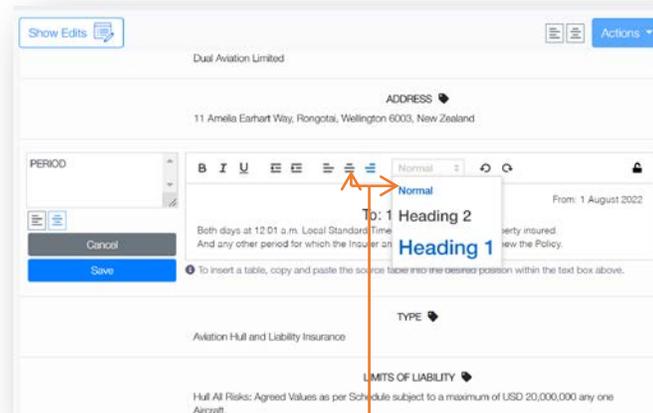
You are then asked to confirm the action

4.



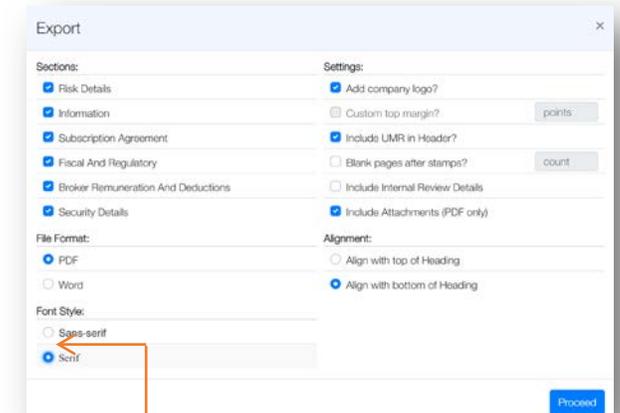
Individual contract headings can be centred or left-aligned individually from the text editor

5.



You can also change font size and alignment of contract text on a per-paragraph basis

6.



When exporting a contract as a PDF or Word Document, you can choose either a serif or a sans-serif font