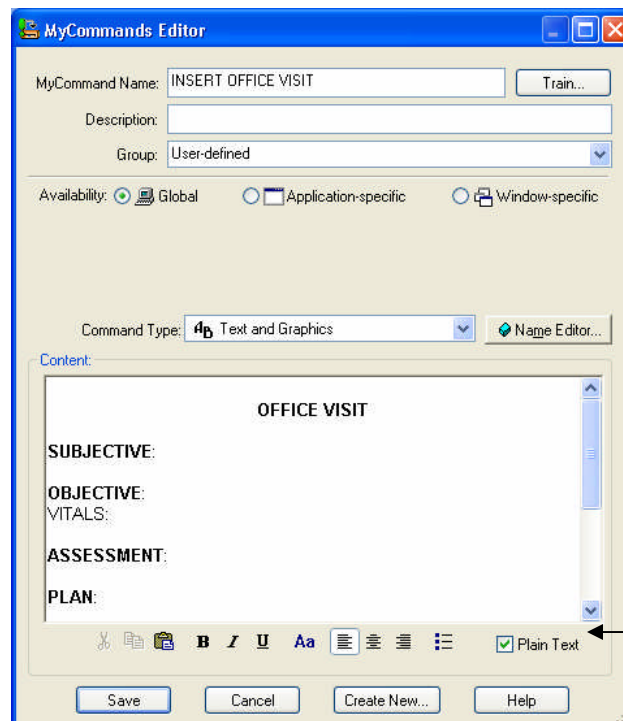


PLAIN TEXT OPTION IN TEMPLATES & SHORTCUTS

- ◆ If you are inserting text utilizing a shortcut, and you want your font to be the same as the font you are using in your word application, use the Plain Text option within the shortcut
- ◆ Click Tools/Command Browser/Script
- ◆ Double click the shortcut you want to edit
- ◆ Click the Plain Text box



- ◆ Please Note: Clicking the Plain Text box will also take away all formatting within the shortcut. Anything that was bolded, underlined, italicized, centered, etc. will no longer hold that formatting.