

INSTRUCTIONS FOR EDITING OUR COMPANY SAFETY AND QUALITY DOCUMENTS

TO CHANGE ALL ITEMS IN THE [BRACKETS] TO YOUR COMPANY INFORMATION

GO TO THE "HOME" TAB AT THE TOP OF YOUR SCREEN. THEN GO TO THE "EDITING" TAB TO THE FAR RIGHT OF YOUR SCREEN. CLICK ON THE "FIND" TAB. TYPE IN "COMPANY NAME" BESIDE "FIND WHAT". THEN CLICK THE "REPLACE" TAB. THEN TYPE IN ***YOUR*** COMPANY NAME (XYZ RENTALS) BESIDE "REPLACE WITH". THIS WILL AUTOMATICALLY INSERT YOUR COMPANY NAME THROUGHOUT THE ENTIRE DOCUMENT. REPEAT THESE STEPS FOR "DATE", "CLIENT", ETC.

TO DELETE THE GRAY SHADED AREAS IN THE DOCUMENT

GO TO THE "HOME" TAB AND THEN TO THE "PARAGRAPH" BOX. HI-LIGHT THE SHADED AREA THEN LEFT CLICK ON THE "SHADING" BUTTON. SELECT THE DROP DOWN ARROW AND CHOOSE "NO COLOR". REPEAT THIS FUNCTION FOR EACH SHADED AREA. THIS WILL DELETE THE GRAY SHADING BEHIND THE TEXT.