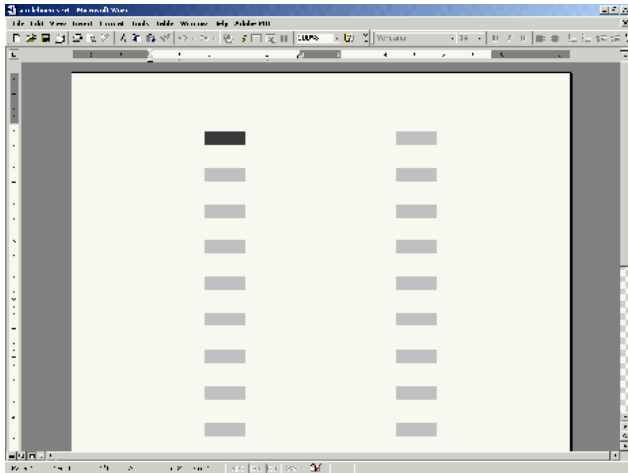


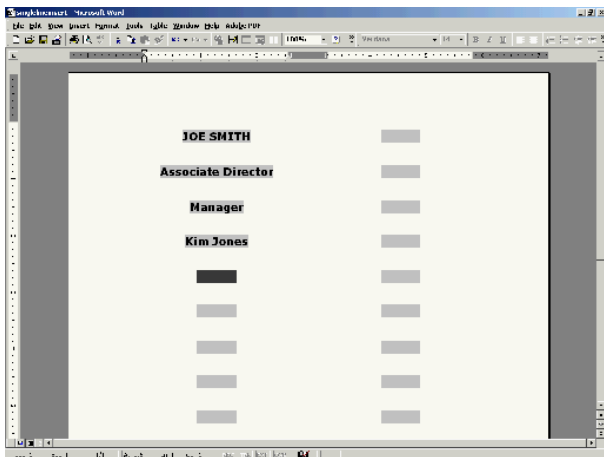
Template Directions:

1. Open Word.
2. Click File, then Open.
3. Locate file saved from your E-mail.
4. Highlight "Single Line Inserts" & click Open.
5. Highlight "singlelineinsert" & click Open.
6. Template opens as shown in image A.



(Image A)

7. Type first one-line title in blackened box. Font is set at Verdana, size 14.
8. Press **Tab** to move between inserts. See image B.
9. You may do from one to 30 inserts on a single page. Then print or save.
10. If you exceed 30 inserts, you will begin to write over prior entries.
11. To print, click File, then Print. Click OK. Blank insert sheets must be fed through manual feed tray.
12. To save, click File, then Save As.... Title document and click Save.



(Image B)

NOTE: Due to variations in printers, results may vary. Consult your Systems Manager with problems.