

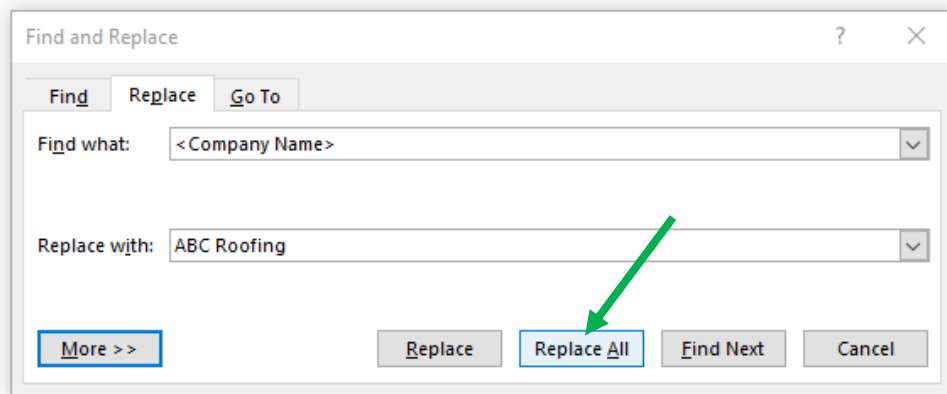
ADDING YOUR COMPANY NAME TO YOUR SAFETY MANUAL

Before editing your safety manual, be sure to save the original and only edit a copy. If you need to start over, you can delete what you are working on, and just start with a fresh copy from the original.

TIP If you ever make a mistake, just hit **CTRL-Z** which will **UNDO** your last edit so you can try again.

To add your Company Name, follow these steps:

1. With the safety manual section open, hit **CTRL-H** to open the Find and Replace pop-up box.
2. In the “Find what:” box type in: <Company Name>
3. In the “Replace with:” box type in: *the name of your company*
4. Click the button that says **Replace All**



Instructions provided by Microsoft Word can be found at this link:

<https://support.office.com/en-us/article/Find-and-replace-text-c6728c16-469e-43cd-afe4-7708c6c779b7>

If you find any errors, missing pages, missing content, etc. in the provided Safety Manual documents, please let us know so we can provide assistance. Email us at safety@weeklysafety.com.