



## Customization Guide for Safety Resourcing Safety Documents

Thank you very much for your purchase from Safety Resourcing. The following will show the method to format your downloaded document quickly and easily to reflect your company's image. **YOU MUST CHANGE 'COMPANY' FROM CAPS TO YOUR COMPANY NAME IN NORMAL FONT!**

**IMPORTANT:** Please do not delete any language between the header and footer - you may add to but please do not delete. ISNetworld®, Avetta and PEC Safety are very particular about wording and the downloaded language meets the requirements.

### FIRST STEP

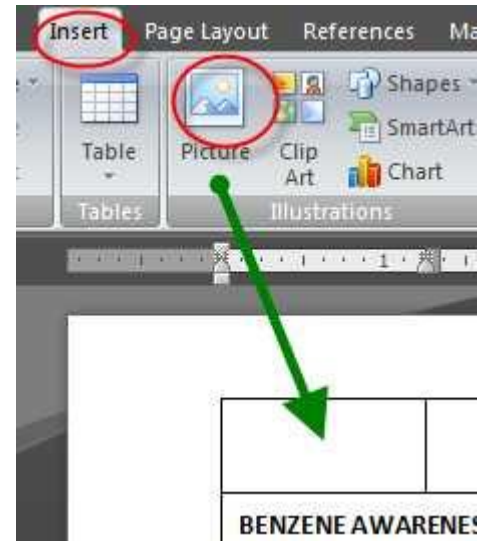
Open your Safety Resourcing Word document just as if you would with any Word file. These screenshots will show Word 2007 setting but they are basically the same for all editions.

### SECOND STEP – LETS INSERT OR CHANGE THE LOGO AT THE TOP (HEADER)

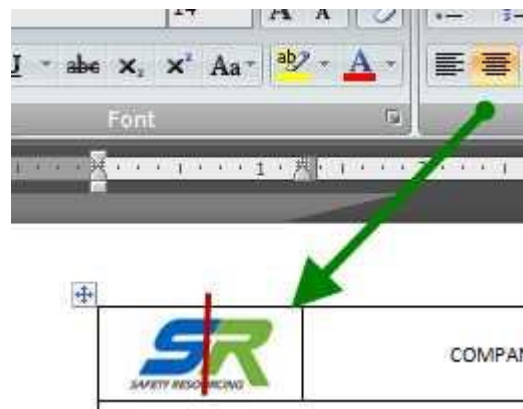
Have your logo ready first. Use any graphics program to resize your log to fit the box. The best settings for your graphic are 1.2" wide x .51 inches high. Double click on the header area.

Delete the text and insert the logo. **IT IS IMPORTANT TO HAVE THE LOGO FIT WITHIN THE BOX!!**

<b>INSERT LOGO</b>	←	COMPANY Safety Progr
<b>BENZENE AWARENESS PROGRAM</b>		
Preparation: Prep Title	Authority: Authority Title	Issuing



**Center the image!**



## THIRD STEP – LETS USE SEARCH AND REPLACE AND PUT YOUR COMPANY NAME IN NOW!

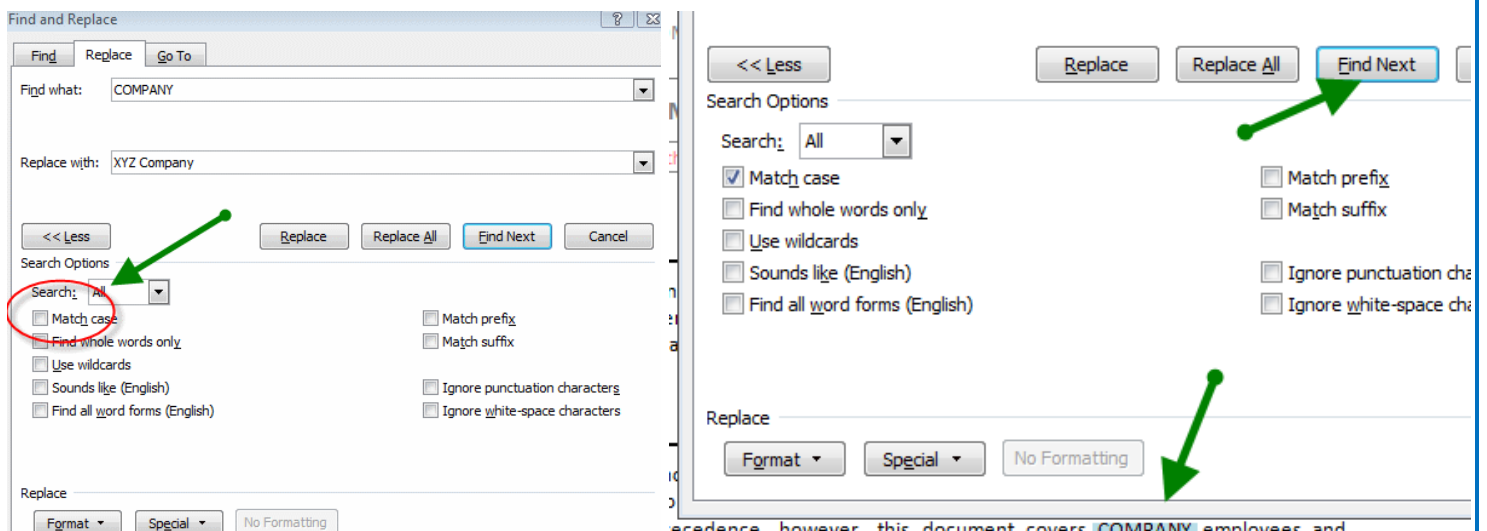
Word's search and replace is fast! So fast that you have to be careful on the settings and make sure you have it right.

**Open Replace Function – Enter the word COMPANY in all caps in Find what: Enter your company name as you want it in Replace with:**

**BUT DO NOT CLICK THE REPLACE OR REPLACE ALL BUTTON YET!**



**You see the More>> button? It's very important** Go ahead and click the More>> button  
**Make certain you check the "Match Case" box**



precedence, however, this document covers COMPANY employees and premises, or when an operator's program doesn't exist or is less stringent. of site specific contingency/emergency plans by either COMPANY or of a

OK, the Match case is checked, so go ahead, and click Find Next. It will look for COMPANY and highlight the next time it finds the word COMPANY ... now comes the magic if you haven't used this before.

Click the **Replace** (not Replace All yet) **button** and the highlighted COMPANY is now XYZ Company...note it is NOT in all capitals like the word COMPANY is. If we had not checked the Match Case it would show as XYZ COMPANY or JONES TRUCKING vs. Jones Trucking. It matches the case of the word replacement.

The screenshot shows a document editor interface with a search and replace dialog box. The dialog box has a "Replace" button circled in red. A green arrow points from the "Replace" button to the word "COMPANY" in the document text, which is also circled in red. Another green arrow points from the "Replace" button to the word "COMPANY" in the document text, which is also circled in red. The document text is titled "BENZENE AWARENESS PROGRAM" and contains sections for "Purpose" and "Scope". The "Purpose" section states: "The purpose of this program is to define protect employees exposed to benzel implemented and kept current by the Sa data." The "Scope" section states: "This program covers all employees who Affected employees shall have access to the operator's program shall take precedence, however, this document covers COMPAN employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. Employees will be aware of provisions of site specific contingency/emergency plans by either XYZ Company or of a facility owner." The word "COMPANY" is highlighted in blue in the document text. The search options in the dialog box include "Match case" (checked), "Find whole words only", "Use wildcards", "Sounds like (English)", "Find all word forms (English)", "Match prefix", "Match suffix", "Ignore punctuation characters", and "Ignore white-space characters". The "Replace" button is circled in red, and a green arrow points from it to the word "COMPANY" in the document text, which is also circled in red. Another green arrow points from the "Replace" button to the word "COMPANY" in the document text, which is also circled in red.

Replace a few more COMPANY terms with the Find Next then Replace buttons to feel comfortable. OK, be brave – now click the Replace All button and all COMPANY inserts will become your company name.

## NOTES

Sometime the Search and Replace won't change COMPANY in the header or footers. You may have to do those manually by double clicking the header/footer twice to open them for editing.

**THANK YOU FOR YOUR BUSINESS!** If you have any questions call 775-624-5083 – we are here to help.

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