



## 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 Word document quickly and easily to reflect your company's name and image. **YOU MUST CHANGE 'COMPANY' FROM CAPS TO YOUR COMPANY NAME IN NORMAL FONT TO HAVE YOUR DOCUMENT APPROVED!**

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

### FIRST STEP

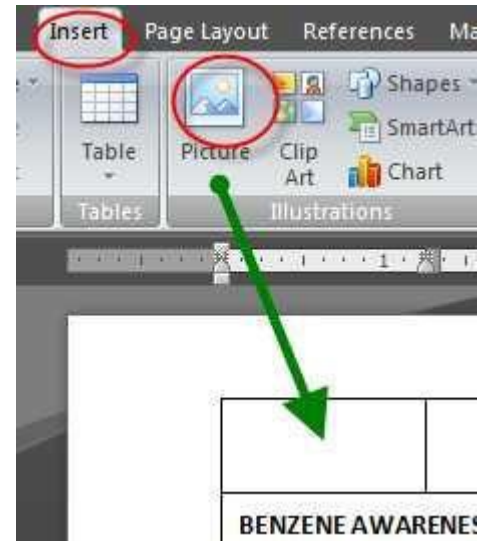
Open your Safety Resourcing Word document just as if you would with any Word file. These screenshots will show Word 2007 setting but they are basically the same for all editions.

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

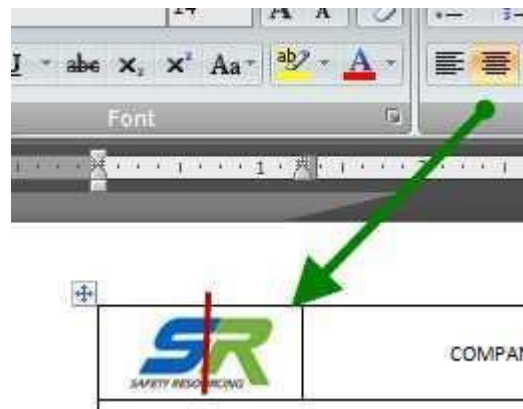
Have your logo ready first. Use any graphics program to resize your log to fit the box. The best settings for your graphic are 1.2" wide x .51 inches high. Double click on the header area – huge logos do not look good!

Delete the red text and insert your 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: <b>Prep Title</b>	Authority: <b>Authority Title</b>	Issuing



**Center the image!**

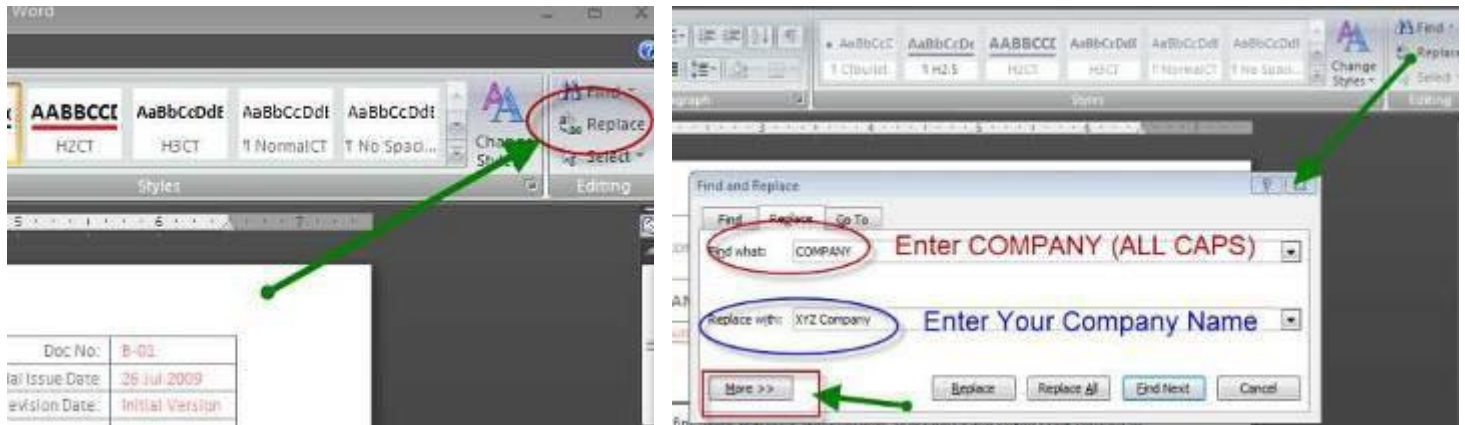


## THIRD STEP – LETS USE SEARCH AND REPLACE AND PUT YOUR COMPANY NAME IN NOW!

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

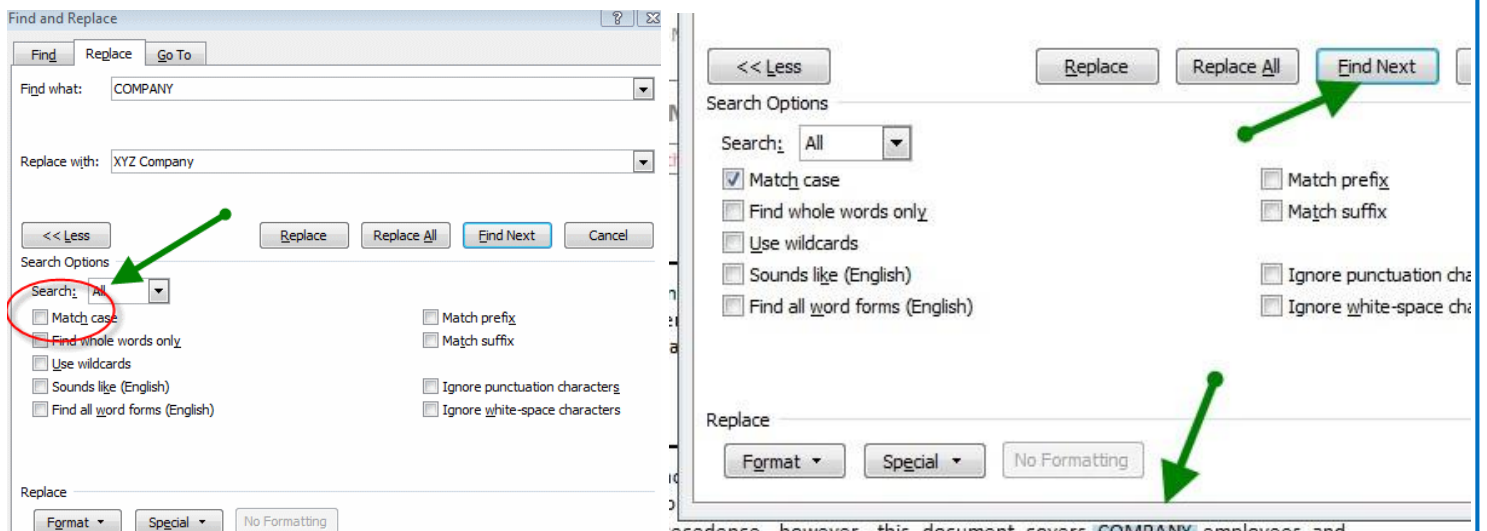
**Open Replace Function – Enter the word COMPANY in all caps in Find what: Enter your company name as you want it in Replace with:**

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



**You see the More>> button? It is very important! Go ahead and click the More>> button**

**Make certain you check the “Match Case” box or else when you replace with your company name it will be all caps!**



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 have not 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 word processing application with a 'Find and Replace' dialog box open. The document content is a 'BENZENE AWARENESS PROGRAM' document. The dialog box has a 'Replace' button circled in red. A green arrow points from this button to the word 'COMPANY' in the document text, which is also circled in red. Another green arrow points from the 'COMPANY' in the text to the 'COMPANY' in the 'Find what' field of the dialog box. The document text includes sections for 'Purpose' and 'Scope', both containing the word 'COMPANY'. The dialog box has various search options like 'Match case', 'Find whole words only', and 'Use wildcards'.

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 will not 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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