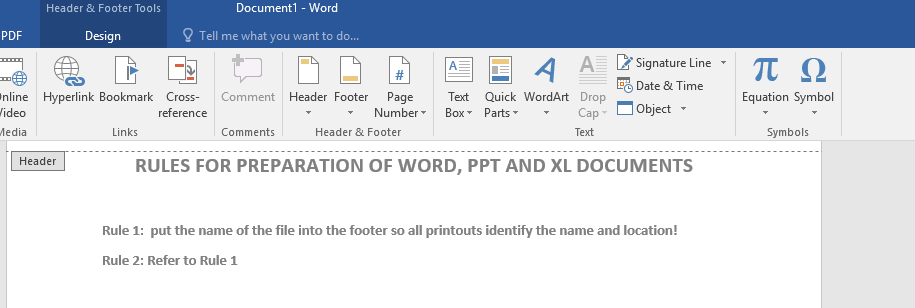
**SOP S007**

**RULES FOR PREPARATION OF WORD, PPT AND XL DOCUMENTS**

**Rule 1: put the name of the file into the footer so all printouts identify the name and location!**

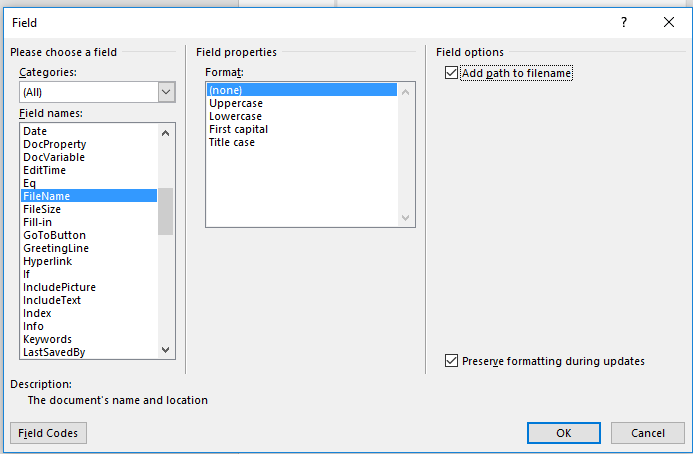
**Rule 2: Refer to Rule 1**



Go to the bottom of the page where the footer is **DOUBLE CLICK**

Got to top

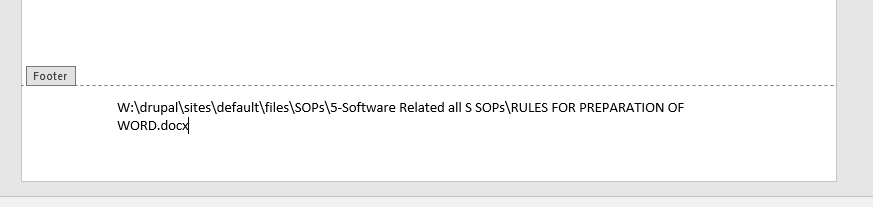
Click **INSERT QUICK PARTS**



Select **FIELD**

Filename – then on the right side

Click **add path location**



SOP Created By\_\_\_JPR

Date Created Aug 1, 2019 Verified by \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Verified \_\_\_\_\_\_\_\_\_\_\_\_