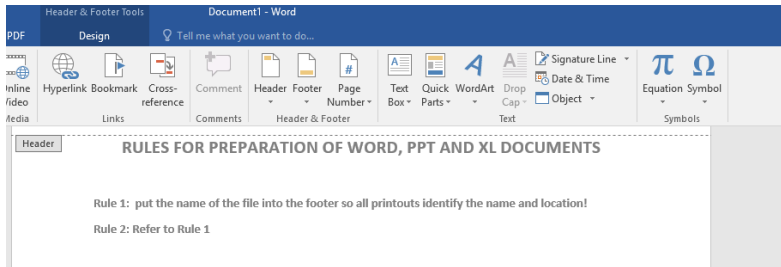


# SOP S007

## 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!

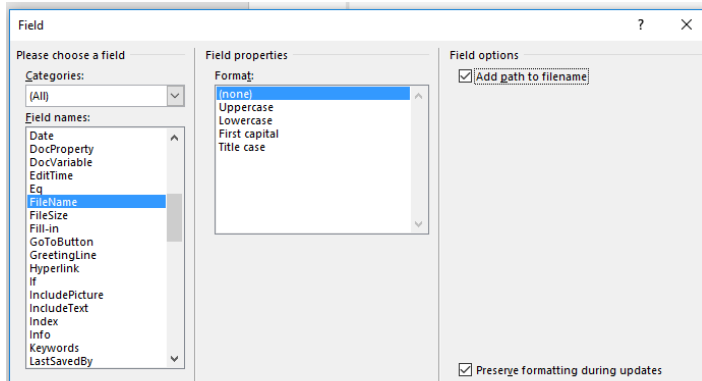
**Rule 2:** Refer to Rule 1



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

Got to top

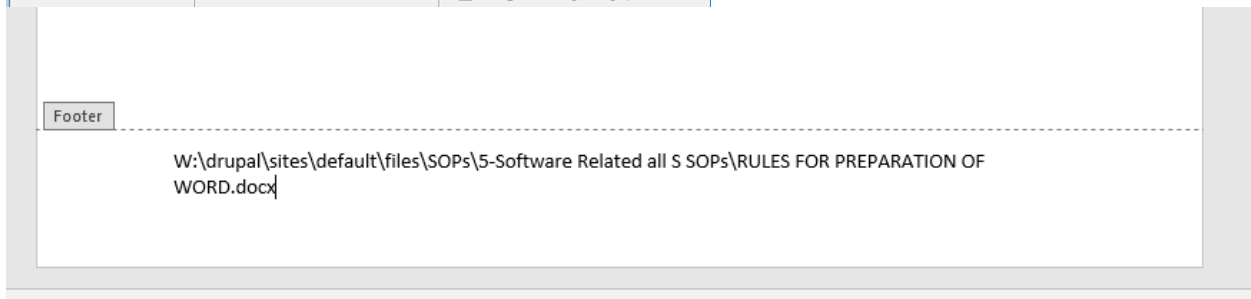
Click **INSERT QUICK PARTS**



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 \_\_\_\_\_

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