



Customization Guide for Safety Resourcing Veriforce 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!**

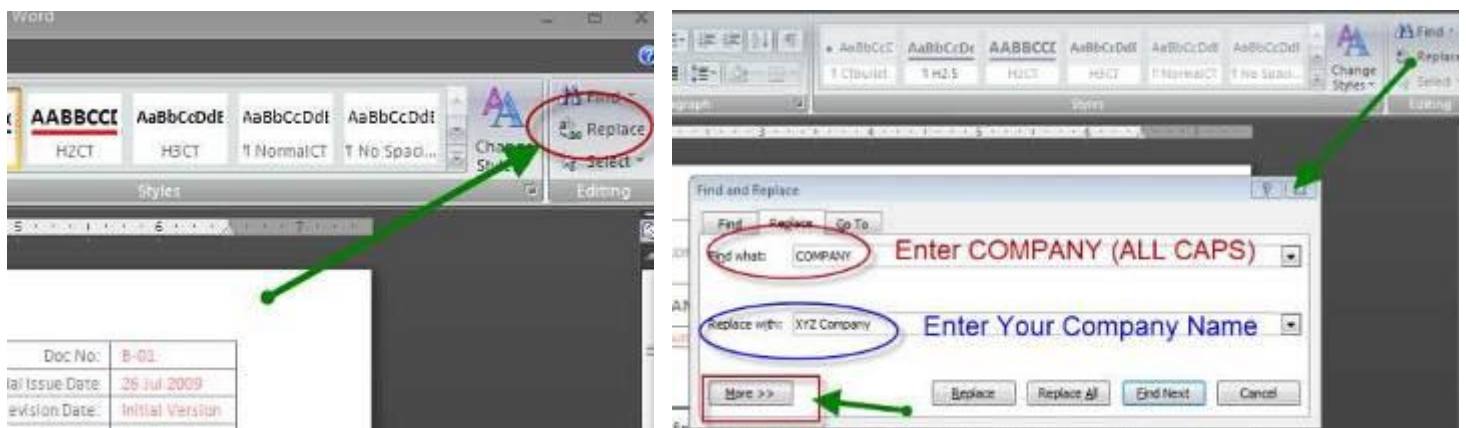
IMPORTANT: Please do not delete any language between the header and footer - you may add to but please do not delete. Veriforce is very particular about wording and the downloaded language meets the requirements.

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

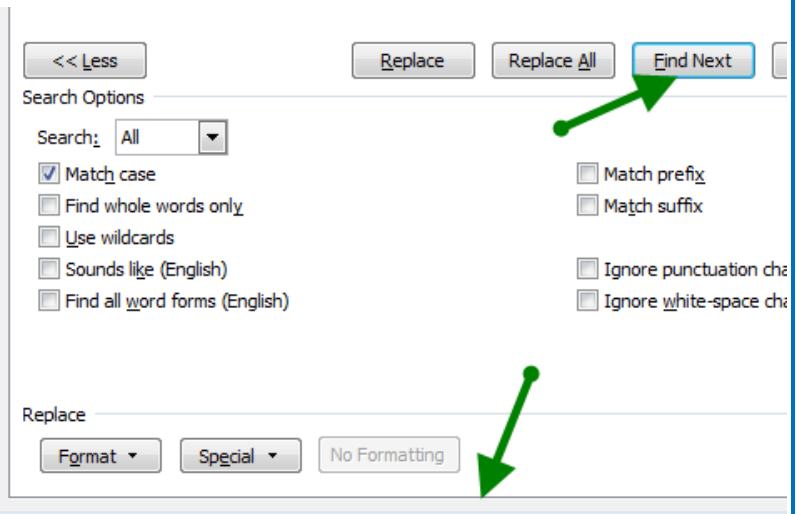
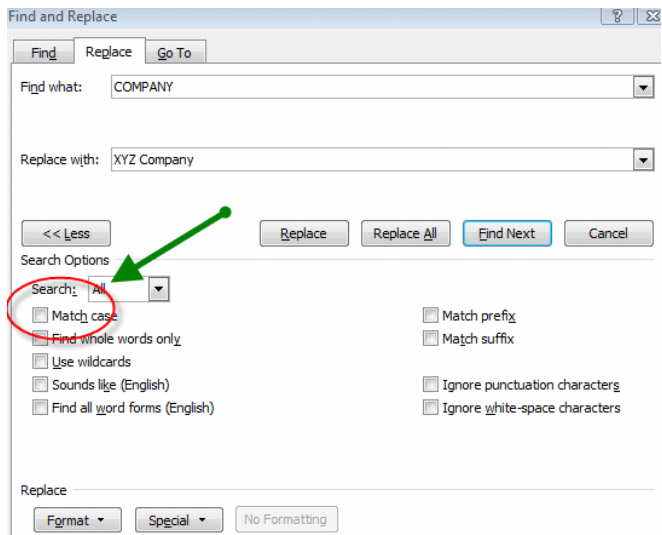
Word's search and replace is fast! So fast that you have to be careful on the settings and make sure you have it right.

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



...cedence, 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. On the left, there is a sidebar with the logo for 'SR SAFETY RESOURCING' and a document title 'BENZENE AWARENESS PROGRAM'. The main content area shows a document with sections for 'Purpose' and 'Scope'. A search and replace dialog box is open over the document. The dialog box has a 'Replace' button circled in red. A green arrow points from the 'Replace' button to a highlighted instance of 'COMPANY' in the document text, which has been replaced with 'XYZ Company'. Another green arrow points from the 'Replace' button to the 'XYZ Company' text. The dialog box also has 'Replace All', 'Find Next', and 'Close' buttons. The 'Search Options' section includes checkboxes for 'Match case', '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' section has buttons for 'Format', 'Special', and 'No Formatting'.

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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