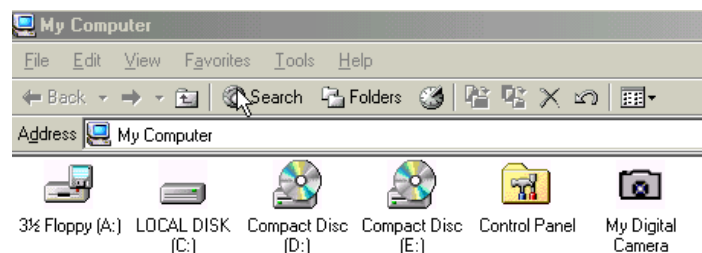


How to Customize Your Safety Manual

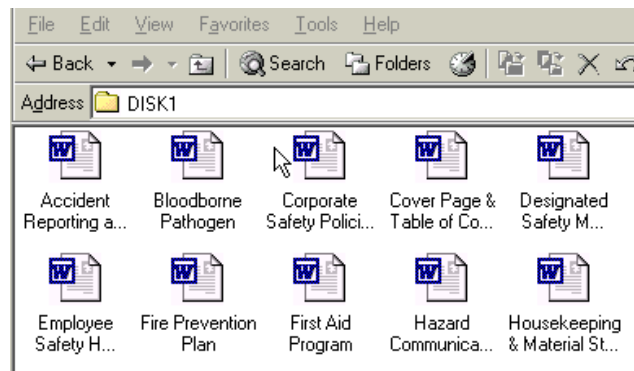
Dear Customer,

First, thank you so much for purchasing our Accident Prevention & Safety Manual and/or individual written safety program(s). Customizing your manual or program has never been easier. All programs are in Microsoft Word® format for convenient simple customization. Lets get started!

1. Place the OSHA Source CD in your CD drive. Double-click on the My Computer icon on your desktop.
2. Double-click on drive (i.e. [D:]).



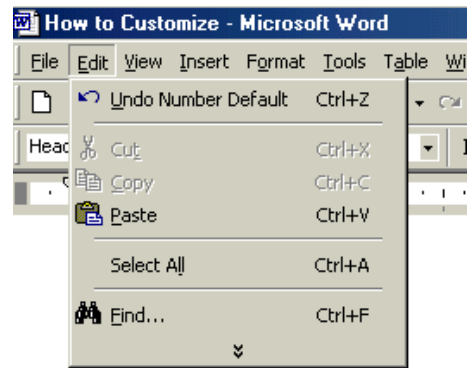
3. Double-click on the Safety Manual and/or program you want to customize.



4. With the program open click on Edit on the top toolbar.



5. Then click on Find.



6. Click on Replace. In the "Find What:" field enter [Company Name] in brackets just as shown. In the "Replace with:" field enter the name of your company. Then click on the Replace All button. This will place your company name throughout the program. Repeat the process for the name of your safety manager.

