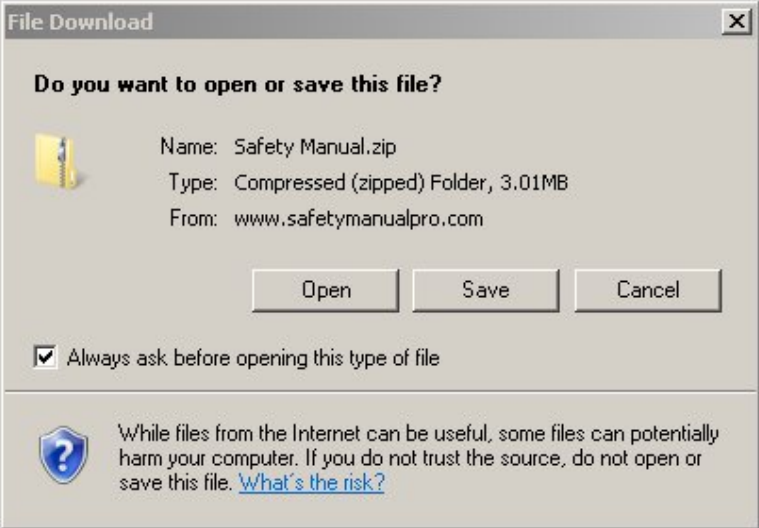


Customizing Your Safety Manual Has Never Been Easier! Just 10 Easy Steps!

By simply following the step below you can have a customized manual with just a few clicks of the mouse!

Step 1



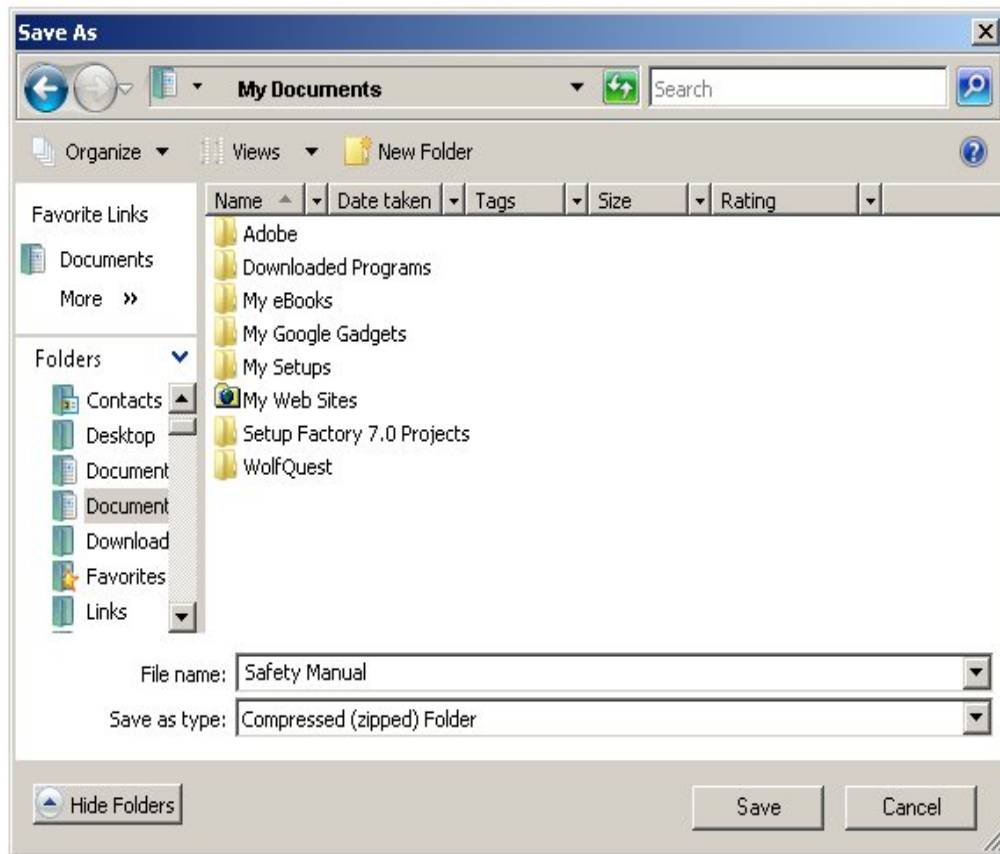
After you complete your order you will be directed to a page with a download link. You should also receive an email with a download link as well.

Click on this link and the dialogue box to the left will appear. Click the save button.

CONTINUE TO STEP 2!



Step 2

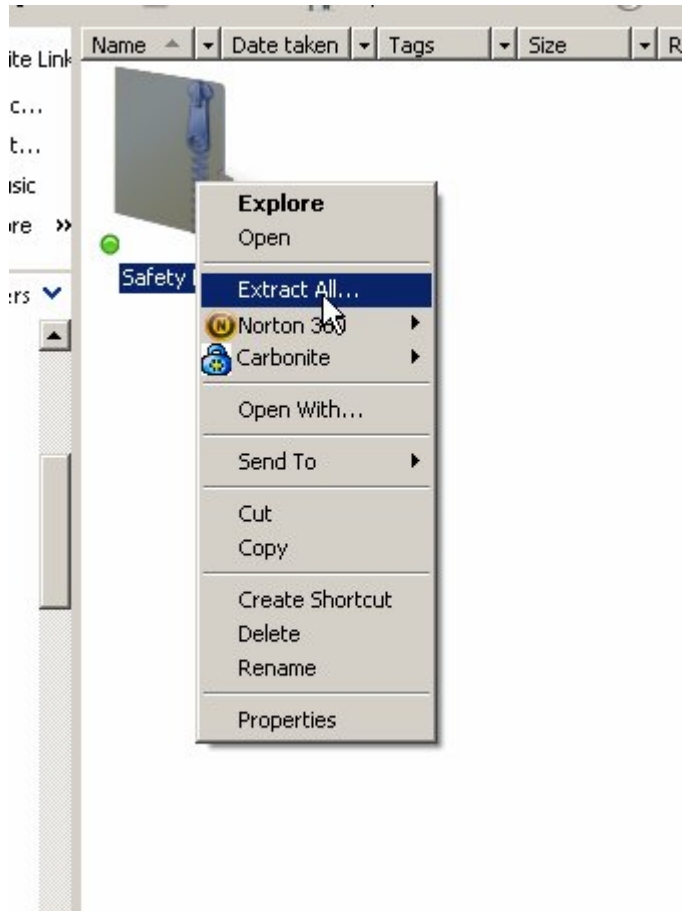


Select a location to save the compressed folder. Most operating systems automatically open in the "My Documents" folder. You can save in this folder or select one of your choosing. **MAKE SURE TO REMEMBER THE LOCATION THIS FOLDER IS DOWNLOADED TO.**

CONTINUE TO STEP 3!



Step 3

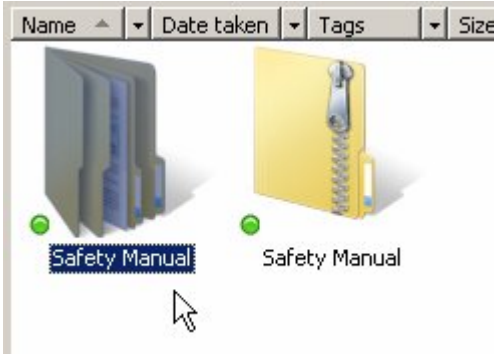


Once you have saved the compressed folder to your hard drive, click on it using the "right" mouse button. Then click the "Extract All" button as shown above.

CONTINUE TO STEP 4!

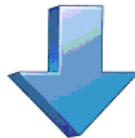


Step 4

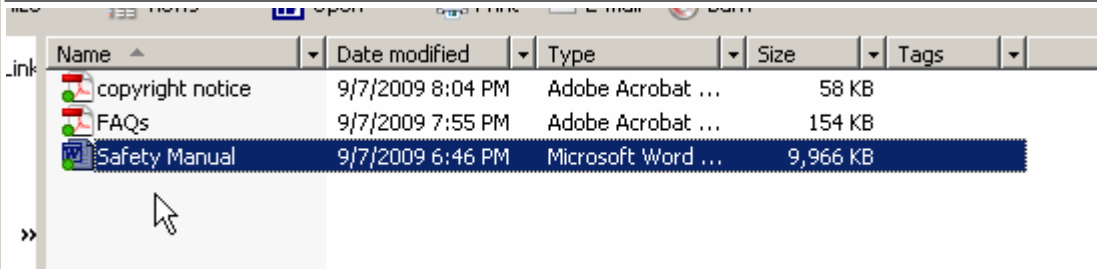


Once you have extracted your manual from the compressed folder then open the Manual folder by double-clicking on it with the left mouse button.

CONTINUE TO STEP 5!

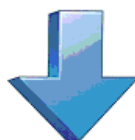


Step 5

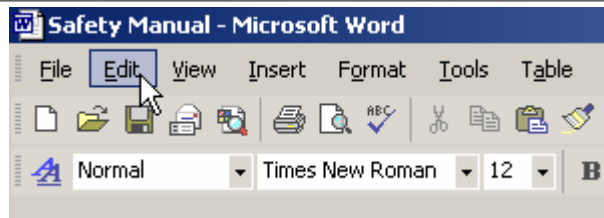


Open the safety manual document by double clicking on it with the left mouse button.

CONTINUE TO STEP 6!



Step 6

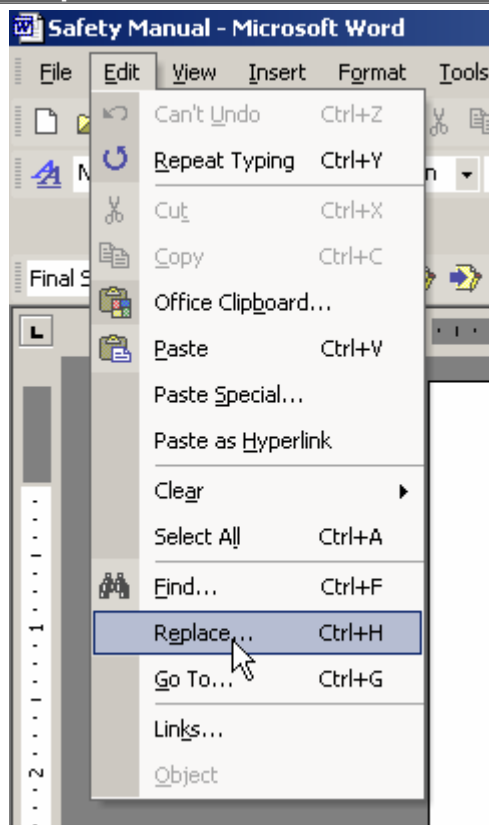


Once the document is open in Microsoft Word you will then need to click on the "Edit" button on the top toolbar.

CONTINUE TO STEP 7!

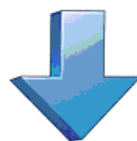


Step 7

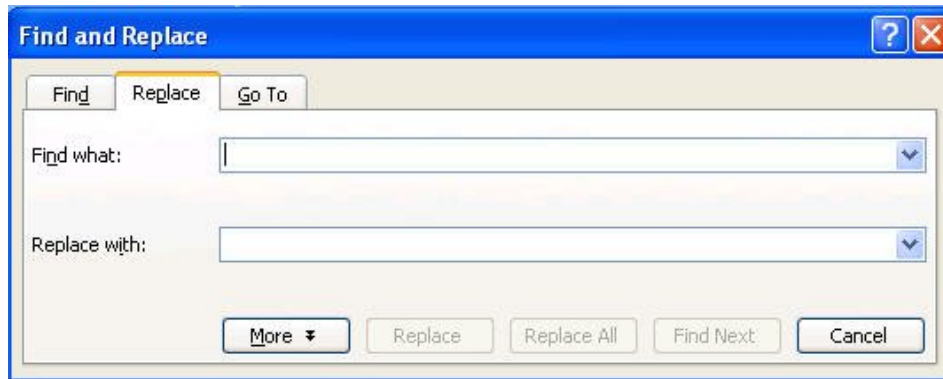


Click on the "Replace" button.

CONTINUE TO STEP 8!



Step 8

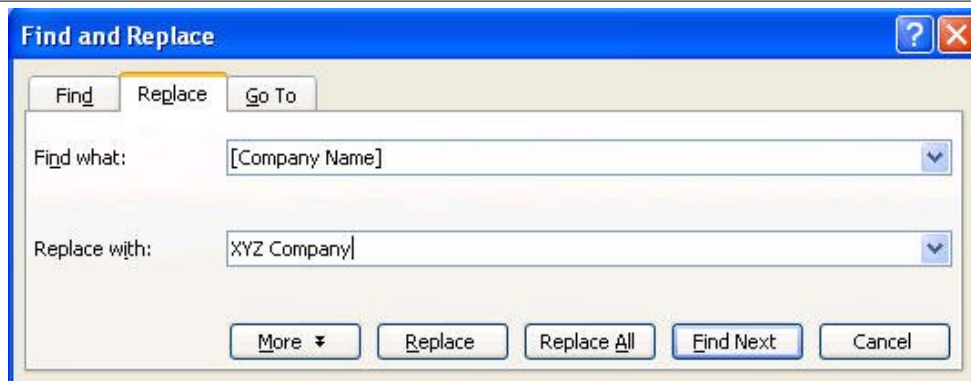


The "Find and Replace" box should then open.

CONTINUE TO STEP 9!

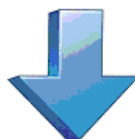


Step 9

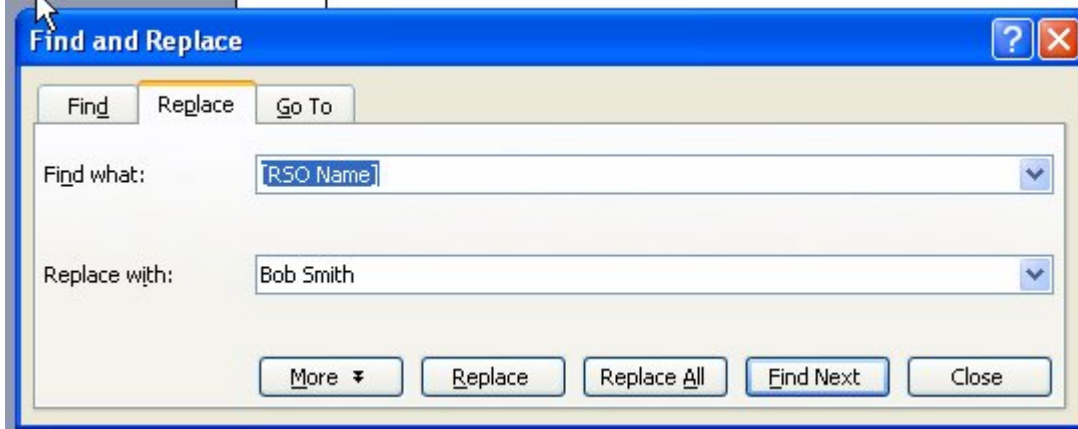


In the "Find what:" box type in the words [Company Name]. Make sure to include the brackets. In the "Replace with:" box type in your company name just as you would like it spelled throughout your safety manual. Then click the "Replace All" button. This will insert your company name throughout the manual where required.

CONTINUE TO STEP 10!



Step 10



In the "Find what:" box type in the words [RSO Name]. Make sure to include the brackets. In the "Replace with:" box type in your safety manager's name just as you would like it spelled throughout your safety manual. Then click the "Replace All" button. This will insert your Responsible Safety Officer's name throughout the manual where required.

Your Accident Prevention & Safety Manual is now customized!!!!

How would you like to have a printed and bound copy by the end of the day? Well, you can. DigitalREG, LLC recommends the services of the printing companies below.

1. Simply click on one of the links below.
2. When the link opens....enter your zip code to find the location nearest to you.
3. Contact the nearest store to you and get the printing department email.
4. Email the safety manual you just customized to the store nearest to you. Ask them to print it out on 3-hole-punched paper.



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[Office Depot](#) or call (800) 463-3768



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You can then pick up the safety manual and place it in a nice 3-ringed binder. You now have a safety manual! Yes, it's that easy!