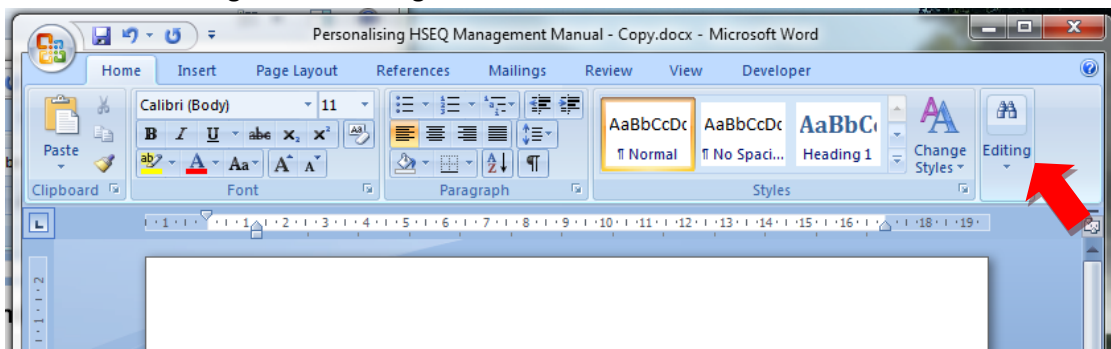


Personalising your HSEQ Management Manual

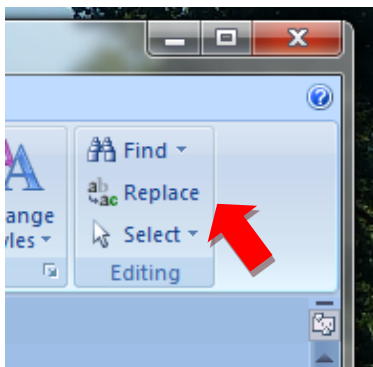
Using MS Word Editing - Find and Replace



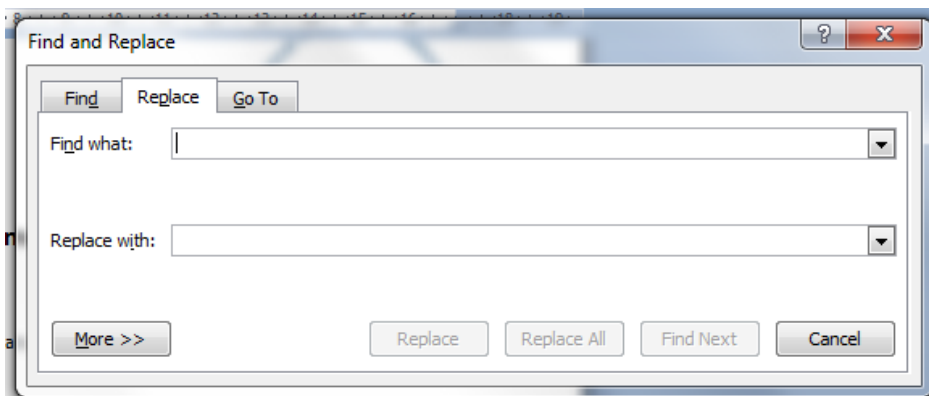
1. Click on the “Editing” Tab on the right hand side of the Word Toolbar.



2. A Drop down menu will come up with 2 tabs titled “Find ” and “Replace”.

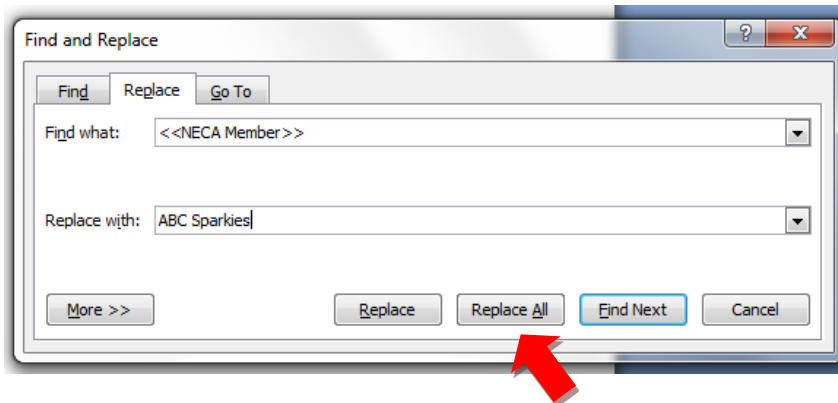


3. Click on 'Replace' A window will come up with 2 text boxes titled “Find what” and “Replace with”.



4. In the “Find what” text box type in exactly what you want to replace, as it is currently written in the existing document e.g. <<NECA Member>>

5. In the “Replace with” text box type in the replacement as you want it to read e.g. ABC Sparkies



6. Click the “Replace All” button and the changes will be made in the appropriate fields throughout the whole document.

7. Repeat the same process for all other information fields simply searching for “<<”