# Instructions

- Step 1: File/Save a <u>new copy</u> of the file for your Project.
- Step 2: Inserting image onto page
    - Right click on the image box
    - Click "Change Picture" and navigate to desired image
    - Formatting size of image boxes use 18.5cm for the height, width will vary.
- Step 3: Create Legend
    - If shapes or symbols are used, include them in the legend with a description of their meaning
    - Differentiate workspace or items by colour
- Step 4: Replace highlighted text underneath images
- Step 5: If applicable, bring north arrow to front of image by right clicking and selecting "bring to front"
- Step 6: Insert additional slides
    - Click "New Slide" on the tool bar
    - Click "Duplicate Selected Slide"
- Step 7: Once complete, PDF document by selecting: File – Save as Adobe PDF and submit with Proposal
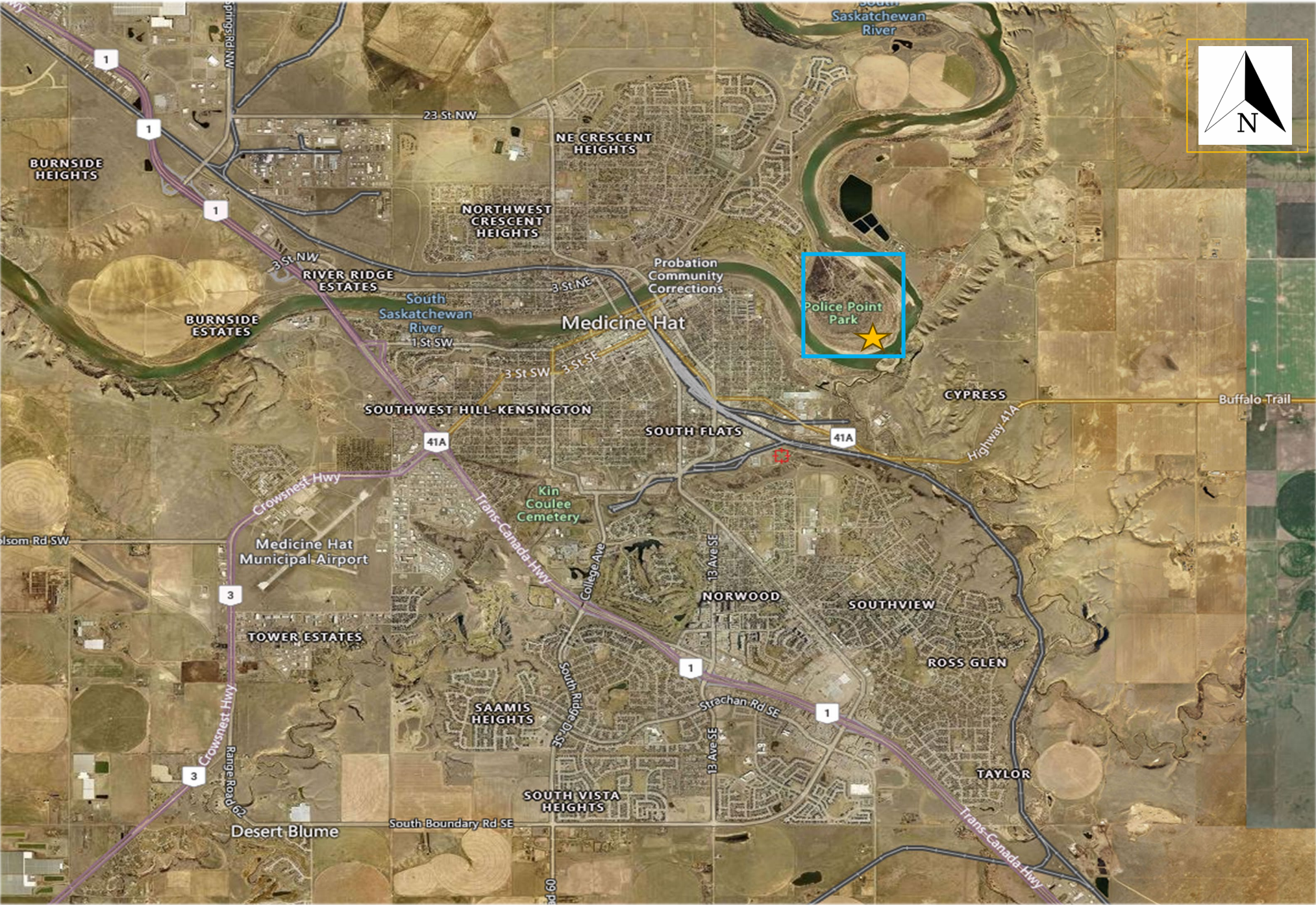
Legend:

☐ **Extent of Workspace**

⭐ **Work Location**

**Enter Proposal Name**

**Enter Figure Name**

Date:

Assumptions: | Figure:

Legend:

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⬜ **Extent of Workspace**

⭐ **Project Entrance and Muster Point**

**Enter Proposal Name**

**Enter Figure Name**

Date:

Assumptions:      Figure:

Legend:

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**Route to Acces**

⭐ **Project Location**

**Enter Proposal Name**

**Enter Figure Name**

Date:

Assumptions: | Figure: