

EDITING A WEEKLYSAFETY.COM MS WORD DOCUMENT

Before editing any MS word document, be sure to save the original and only edit a copy. If you need to start over, you can delete what you are working on, and just start with a fresh copy from the original.

The Sign-in Sheet is made of 2 tables. The heading section is one table and the name/signature section is the second table.

Table 1

SAFETY MEETING SIGN-IN SHEET		Company:
Safety Topic: <i>V1-01 OSHA Focus Four – Caught In Hazards</i>		Date/Time:
Facilitator:		Location:

Table 2

	Name	Signature	
1			
2			
3			

You can edit any portion of the sign-in sheet. Feel free to update the fields at the top to better suit your company's needs, add a title to the third column of sign-in sheet, or even rename it something more appropriate like COMPANY XYZ TOOLBOX TALK.

Simply highlight the word or phrase you want to change with your cursor:

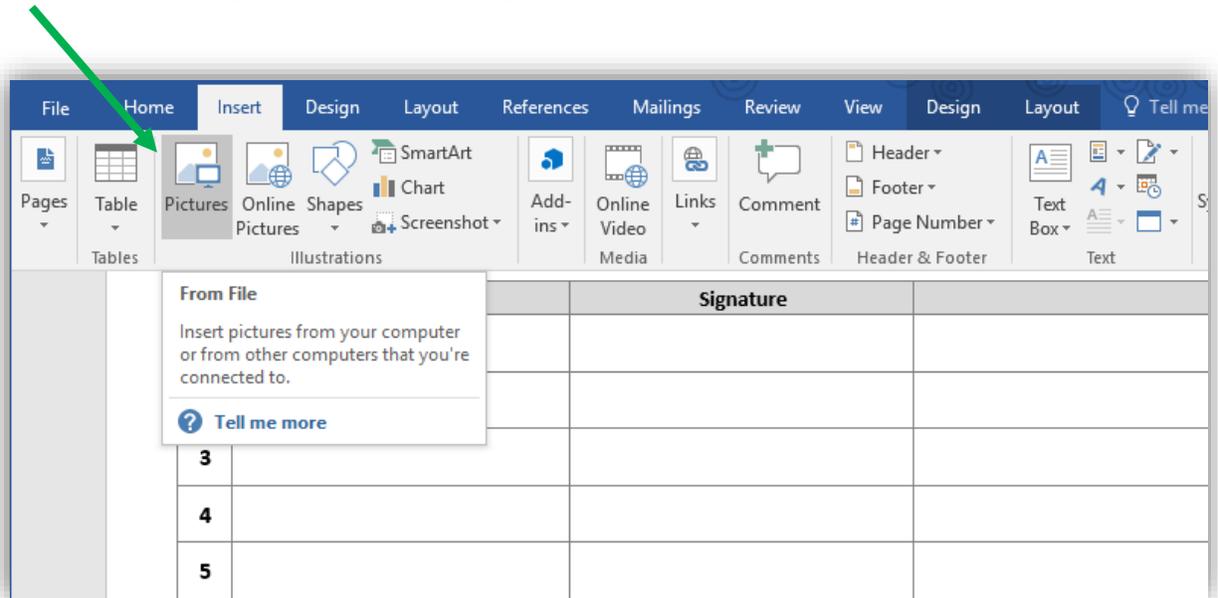
SAFETY MEETING SIGN-IN SHEET	Company:
Safety Topic: <i>V1-01 OSHA Focus Four – Caught In Hazards</i>	Date/Time:
Facilitator:	Location:

And then type in the customized words your company prefers.

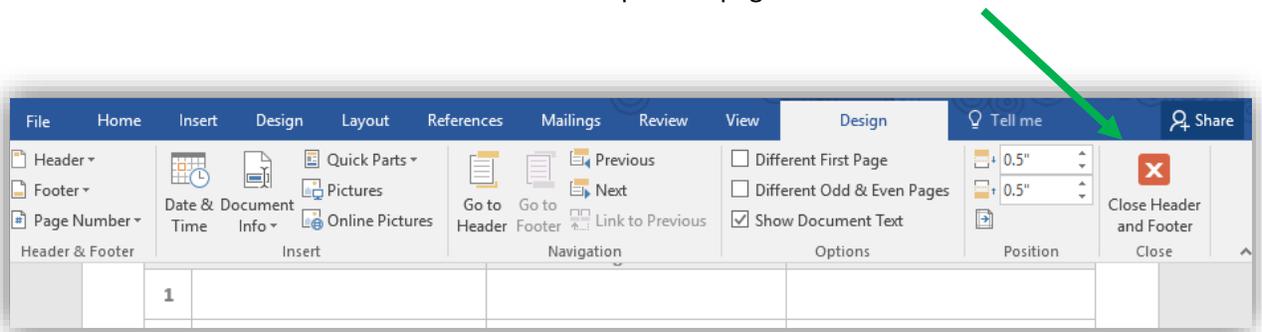
COMPANY XYZ TOOLBOX TALK	Company:
Safety Topic: <i>V1-01 OSHA Focus Four – Caught In Hazards</i>	Date/Time:
Facilitator:	Location:

***TIP* If you ever make a mistake, just hit CTRL-Z which will UNDO your last edit so you can try again.**

To add your own logo, click on the Weeklysafety.com logo at the bottom of the page, and then hit DELETE. Then select **Insert > Pictures** to choose your logo picture from your computer to add to the document. You can move the logo anywhere on the page, make it smaller or make it larger.

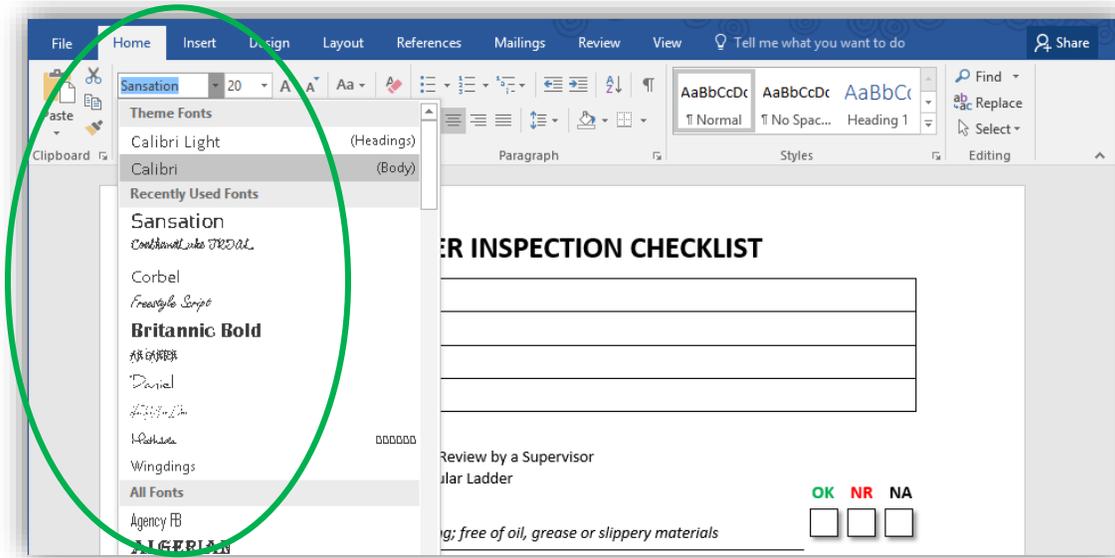


The Page number blanks on the Sign-in Sheet are in the Footer of the document. To edit or delete this section, double-click on the Page number blanks and it will open the footer. Edit or delete that portion and then choose **Close Header and Footer** at the top of the page to close the Footer.

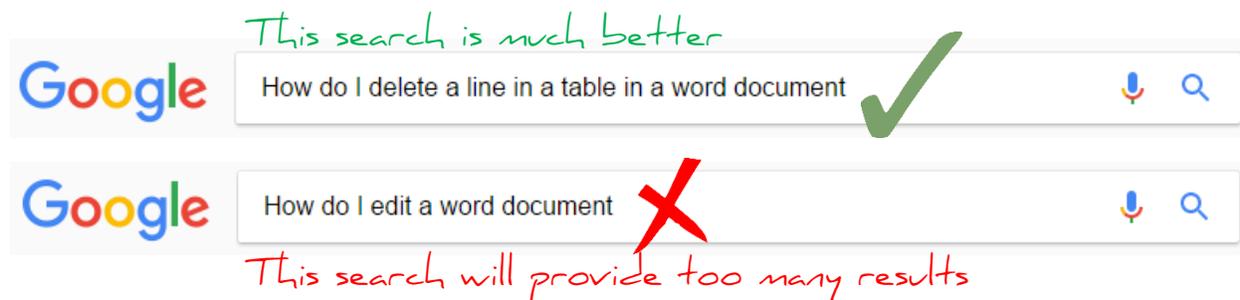


The inspections checklists in MS Word are also designed in a similar manner, comprised of two tables each. You can also edit any portion of the checklists by highlighting what you want to change and then typing the more appropriate language for your company. Your logo or company name can be added to the bottom of the page.

Note: If Weeklysafety.com has used a font that you don't have installed on your computer, then words on the MS Word document that you view might not look the same. You can edit those words to any font you like.



For additional support with editing MS Word documents, we recommend turning to Google or Bing. Be specific in your search. For example:



If you find any errors, missing pages, missing content, etc. in the provided MS Word & PowerPoint documents, please let us know so we can provide assistance. Email us at safety@weeklysafety.com.

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