

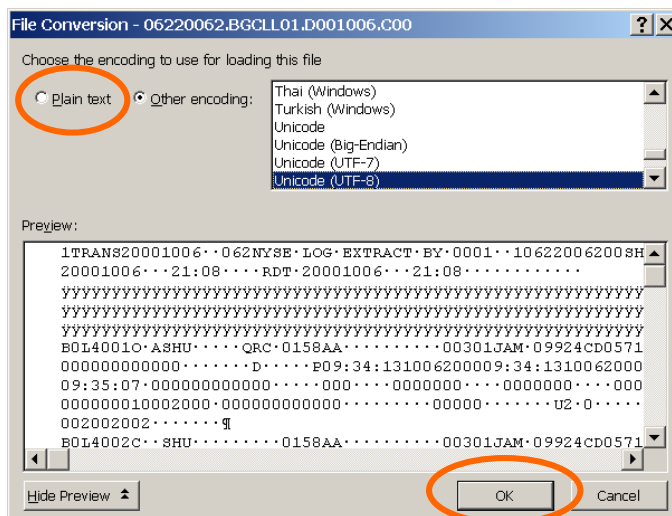
Opening the Electronic Merged Order Logs on Your PC

File Description

The Merged Order Log output you have requested will be delivered to your e-mail address as an attachment. While this attachment can be opened in Microsoft Word, the file is unformatted and several simple steps must be taken before the Log can be properly formatted and easily read. Please follow the following Opening/Formatting procedures:

Opening/Formatting Procedures:

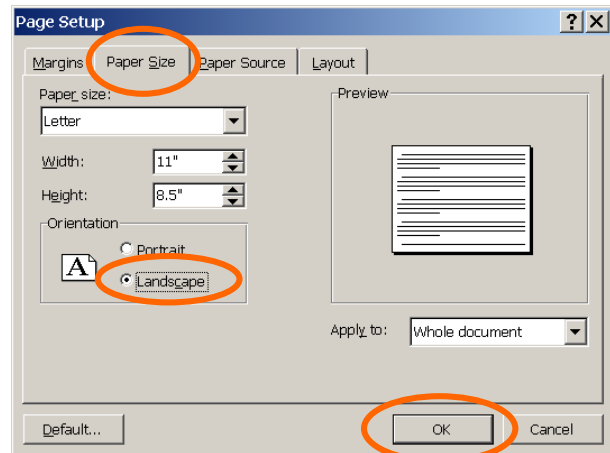
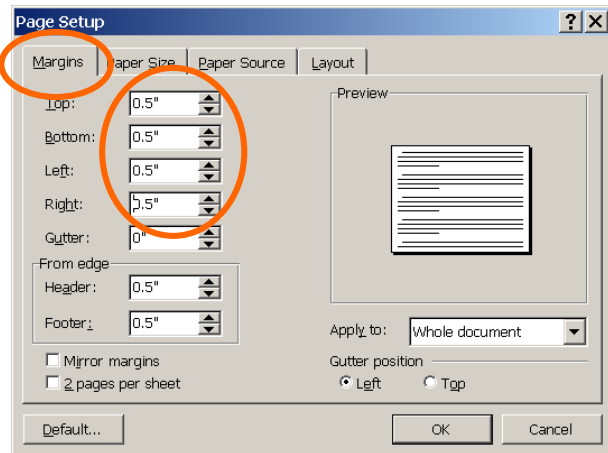
1. Open the e-mail using your e-mail program (AOL, Prodigy, MS Outlook, Notes, etc.).
2. Open the MS Word file by double clicking on the attachment (note: depending on your e-mail service, you may need to download the attachment to your PC first. If that is the case, remember where you saved the file and open the file from that location).
3. MS Word will open. If a "File Conversion" window pops-up, go to step 4, if not, go to step 5.
4. Select the "Plain Text" button and click on "OK"



5. The log will now open in a MS Word Document, but the page layout must be formatted.
6. In the Top Menu, click on "File" then "Page Setup" and the "Page Setup" window will pop-up

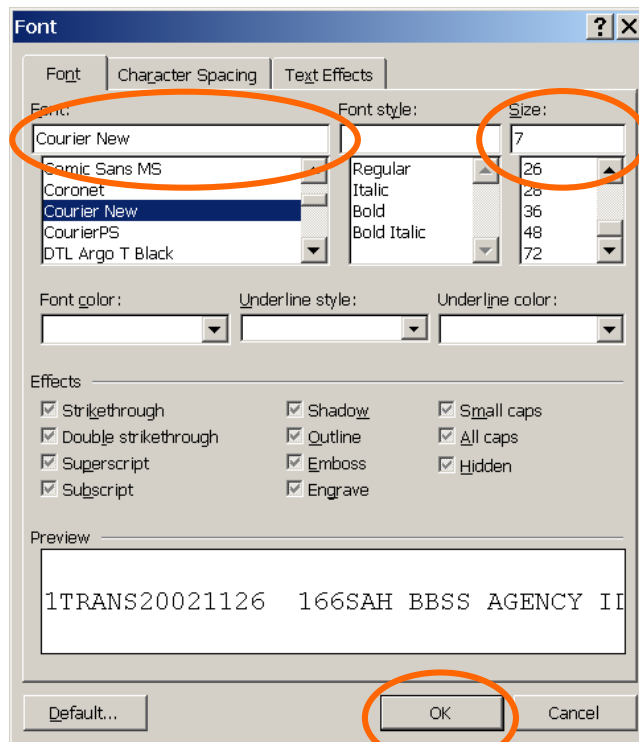
Opening/Formatting Procedures Continued:

- Click on the Margins tab and change the margins (top, bottom, left and right) to be 0.5". Then click on the Paper Size tab and then change the orientation to "Landscape" and then click on "OK".



- The page should now be setup in a landscape (horizontal) orientation. Now you must change the font type and Size. Click on "Edit" then "Select All" (all the text should now be highlighted).

- In the Top Menu, click on "Format" then "Font" and the "Font" window will pop-up. Change the font to be "Courier New" and the size to be "7". Then Click on "OK"



Opening/Formatting Procedures Continued:

10. The log should now be formatted for printing. If you wish to view the log on your PC and find the print too small to read, change the zoom on the Top Menu to a larger percentage (i.e. 100% or 150%).

