



Set Up Useful Defaults

Set **ONLY** the options outlined in red and **IGNORE** the rest!

1. From the **File** tab, select **Options** (or press ALT+ F, T on your keyboard):

- **Advanced** tab:

Show document content

- Show background colors and images in Print Layout view
- Show text wrapped within the document window
- Show picture placeholders ⓘ
- Show drawings and text boxes on screen
- Show text animation
- Show bookmarks
- Show text boundaries
- Show crop marks
- Show field codes instead of their values
- Field shading:** Always ▾
- Use draft font in Draft and Outline views

Name: Times New Roman ▾

Size: 11 ▾

Display

Show this number of Recent Documents: 25 ▾ ⓘ

Show measurements in units of: Inches ▾

Style area pane width in Draft and Outline views: 1" ▾

Note: these screen shots show only portions of the relevant dialog boxes.

Don't worry about the features that aren't showing, they don't matter for this training.

Items circled in red are important for chasing down and fixing problems.

Style Explanations

Logo and text in Header style.



Header

Title

Pre-formatted headings show the hierarchy of information.

- Heading 1**
- Heading 2**
- Heading 3**
- Heading 4**
- Heading 5**

For regular paragraph text – no special formatting.

- BodyText
 - BodyTextBullet1
 - BodyTextBullet2
 - BodyTextBullet3

For numbered steps, lists, etc. Use **ListBullet** styles only inside a numbered or lettered list.

1. ListNumber1
 - ListNumber1NewPara
 - a) ListNumberA
 - ListNumberANewPara
 - ListBullet1
 - ListBullet2



Table styles:
 TableCaption
 TableColumnHead
 TableDataLeft
 TableDataCentre
 TableDataRight
 TableBullet
 TableNumber

Table 1: Caption for Table (title capitals, left-aligned at top of table)

TableColumnHeading	Part #	Tested Y/N	Unit Price USD\$
TableDataLeft style	1	Y	TableDataRight
▪ TableBullet	2	Y	10,350.00
1. TableNumber	3	Y	10,350.00
Total			\$20,700.00

Figure styles: aligned under the ListNumber1 style. Press Enter and the Caption style appears next.

- Styles:
- Figure
 - Callout
 - Caption
 - FigureNoCaption

Use **FigureNoCaption** for a picture with no caption (more space beneath the style where the caption would normally go).

Images too big? Create a new style further to the left.



Callout style

(Figure style)

Figure 1: Caption for figure (sentence caps, left-aligned at bottom of figure)



(FigureNoCaption style)

If your doc needs a Table of Contents, styles are pre-formatted.

TOCTitle

Heading 1	1
Heading 2.....	1
Heading 3.....	1



Pugs!

Pugs require a fair amount of consistent and ongoing care. On the surface this may seem like a lot of work, but it really isn't. Before buying a Pug, consider the following questions:

- Why do you want a Pug?
- What research have you done on the Pug breed?
 - What characteristics are important to you?
- Do you have a fenced yard?

Grooming

Pugs shed and brushing helps keep the hairs off your clothing. The nose wrinkle is the deep one just over the bridge of the nose; it needs to be cleaned with a warm damp facecloth. Ears need to be checked and cleaned.

Ear Cleaning

Check your Pug's ears for dirt, and clean the ears as needed. Some Pugs require little cleaning, while others need it more frequently.

1. Get some cotton balls and some hydrogen peroxide.
2. Dip the cotton ball in the hydrogen peroxide and gently wipe clean only the areas of the ear that you can see.
 - Don't dig deeply or push the cotton ball into your Pug's ear.

Understanding the Pug Scale of Points

The table below is from the 1994 Standard.

Table 1: Scoring for Fawn vs. Black Pugs

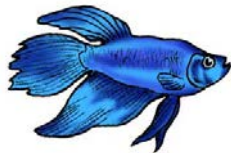
Attribute	Fawn	Black	Notes
Head	5	5	<ul style="list-style-type: none">• Round• Not apple-headed
Muzzle	10	10	
Ears	5	5	<ul style="list-style-type: none">• Rose type• Button type (preferred)
Eyes	10	10	
Mask	5	—	<ul style="list-style-type: none">• Muzzle, ears, and trace as black as possible
Wrinkles	5	5	
Tail	10	10	<ul style="list-style-type: none">• Corkscrew not to extend into the spine

Choosing a Pug



Figure 1: Playful, pooped Pug pup

Choosing Other Types of Pets



Siamese fighting fish have a labyrinth organ in their heads that allows them to take oxygen directly from the atmosphere in addition to the oxygen taken from water via their gills:

Introducing the New Pet

1. Introduce new pet to dog.
 - Remember to praise the dog to reinforce a positive experience.
2. Introduce new pet to cat.
 - a) Retrieve new pet from top of bookshelf where it may be hiding.
 - b) Remove cat's claws from new pet.
 - Have tranquilizer gun on hand in case cat turns on you.



Vision Office Products

Employee Benefits and Services

Dental Insurance

The Dental Plan pays benefits toward a wide range of dental services and supplies, including preventive care, restorative services, and orthodontic treatment for you and your insured family members.

To apply

1. Fill out the Dental Plan form.
2. Submit to your HR Business Partner.
 - If your Business Partner is not available, submit to the manager of HR.

Plan Costs

The Company pays the full cost of your coverage under the Dental Plan.

If you elect Dental Plan coverage for any of your eligible family members, the Company also pays the major share of the cost of their coverage. Your monthly contributions for family coverage are listed on a separate sheet with this handbook.

Disability Plans

Your disability benefits are designed to continue all or part of your pay if you are unable to work due to illness, injury, pregnancy, or childbirth. Protection is provided for temporary disability lasting up to 26 weeks, or more serious disabilities lasting longer than 26 weeks.

Your disability benefits are made up of two types of coverage:

- Short Term Disability Plan coverage continues 50% or all of your pay for up to 26 weeks, based on your length of service.
- Long Term Disability Plan coverage continues 60% of your pay after you have been disabled for 26 weeks and throughout your disability generally up to age 65.

Wellness Program

Table 1: Routine Physical Examinations

Age	Exam Frequency	Includes
18-25	Once per year	<ul style="list-style-type: none">• Drug screening
26-55	Twice per year	<ul style="list-style-type: none">• Bone density test• Genetic screening
56 and over	Three times per year	<ul style="list-style-type: none">• Alzheimer's screening

