SAMPLE CHARTS
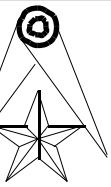
This is a template for Charts that you can use with Microsoft Word. I have set it up so that the charts print in landscape mode. The date and the chart number are automatically entered in the proper place on the Logo area (you can easily change what appears there by editing the document header).
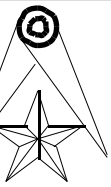
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Your name will also appear in the Logo area, but you will have to open and edit the header (Under the "Document" menu) for that.

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Use of Outlining

This set of charts is set up so that the outlining feature can be used. Outline topics will appear as **BOLD FACE CAPS** if level 1, and as **bold face lowercase** if level 2. I haven't defined levels higher than 2, but you are welcome to do that if you wish. All outline topics will appear centered. (You

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might, for example, want to have levels 3-n be left justified). Level 1 and 2 topics will appear on a new page, so you can use the outlining feature to rearrange charts conveniently if you wish (they will automatically be renumbered).

You can define new styles as you wish. I have put in only the most common styles.

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