

To use the Grand Warders Report do the following:

A) IF YOU ARE RUNNING WINDOWS 95, 98, ME or NT

Copy the attached template file into the following directory:

C:\Program Files\Microsoft Office\Templates

B) IF YOU ARE RUNNING WINDOWS 2000

Copy the attached template file into the following directory:

C:\Documents and Settings*UserProfileName*\Application Data\Microsoft\Templates

Once you have done A or B above and you are ready to create a new Grand Warders Report

Start Excel and using your mouse select “File” from the pull down menus

and then select “New”

and then select the “Grand Warders Report.xlt”

and then do “File”, “Save As” and change the name from “Grand Warders Report1.xls
to something like ”Findlay 2004 GW Report.xls” and then click “OK”

Now complete the form by filling in each field and then use the “Tab” key to move to the next field or hold the “Shift” key and hit the “Tab” key to move backward. When the form is complete save it and print your copies.