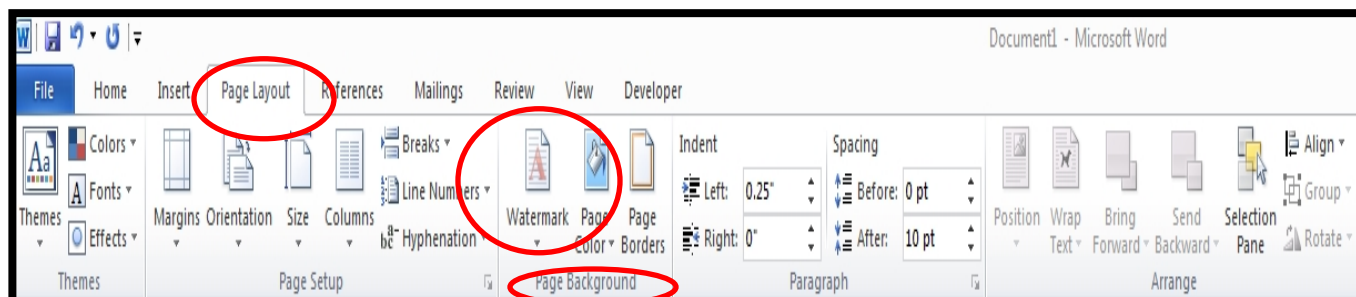


Attachment F

How to Place a DRAFT Watermark in a Document

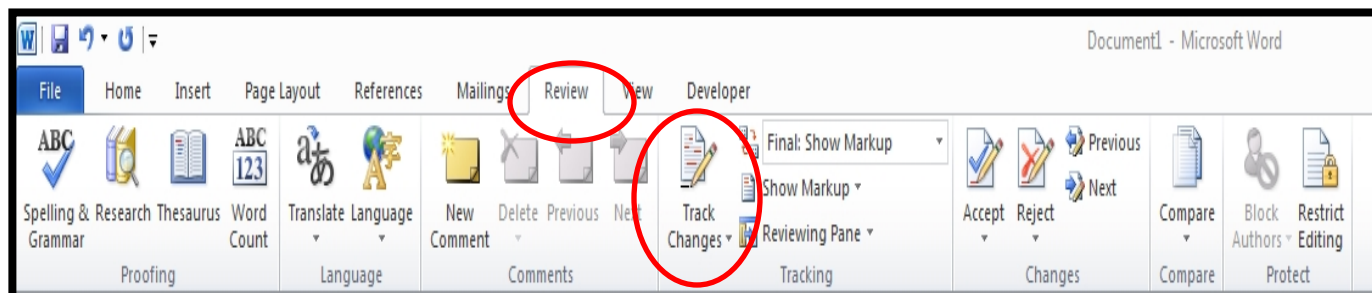
1. In the **Page Layout** tab, **Page Background** box, click on the **Watermark** drop down arrow.



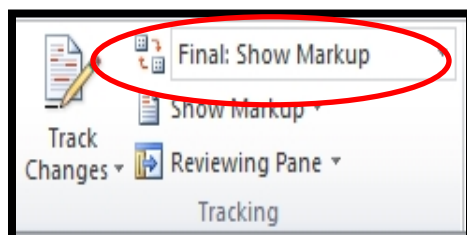
2. Scroll down to **Disclaimers** and click on either **Draft 1** or **Draft 2** that will appear in the drop down box to insert the watermark in your document.
3. To remove a watermark, follow Step 1. Click on the **Remove Watermark icon** on the bottom of the drop down menu.
4. When you send your policy for review and approval, the reviewer will see the draft watermark on the document.

How to Turn On Track Changes When Revising a Policy

1. In the **Review** tab, **Tracking** box, click on the **Track Changes** drop down arrow.



2. Click on the **Track Changes** icon that will appear.
3. Next, make sure that **Final: Show Markup** is selected.



5. When you send your policy for review and approval, the reviewer can now see the revisions you made to the document. Revised text appears in red, deleted text will have a red line drawn through it.