
NAME

Subtitle & Version
1.0

Author

Unit

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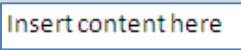
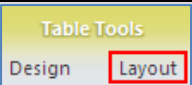
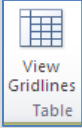
Insert section heading here

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Instructions for using this layout document:

This document uses tables to divide up the content. Borders on the cells of the table act as visual separators for the information. The gridline feature has been turned 'on' to enable you to see the outline of the cells and assist you in typing, formatting, etc.

If you do not see the gridlines follow the steps if the table below:

Step	Action	Info
1.	Click the Insert content here wording above 	- <i>Table Tools</i> will open
2.	Select the Layout tab 	
3.	Click View Gridlines on the left side of the ribbon 	This turns on the light blue gridlines - These lines will not show if you print the document

If you are using a program other than MS Word to document your SOP's please mimic this layout.

NOTE: Copy and paste additional tables as needed for your entire SOP document.