

## **Job Aid**

The purpose of this job aid is to explain how ...

- 1. Step by Step direction- Click Place Holder button. \*Questioning
  - If you have more than two items in a row and order doesn't matter, use a bullet (unordered) list. If you only have one instructional step, use a bullet.

Add a *Note:* Footnotes should be in line with the section requiring the explanation.

Last Revision: 1/12/2024 1