

# Table of Contents Form

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1	<b>B. StatementPrinting</b>	5	10/7/2015	New changes			

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## Move Line button

Click on this button to move the highlighted line (or lines) to a new location. To move a group of lines, left-click and drag on the record selector boxes on the far left side of the form.

## New Policy button

Click on this button to [import a new policy document](#).

## Print Highlighted button

Click on this button to send the currently selected policy document to the default printer. If there is no source document (i.e., this is a placeholder line), then the [Placeholder Report](#) will print instead. The program will ask you to confirm before sending to the printer.

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