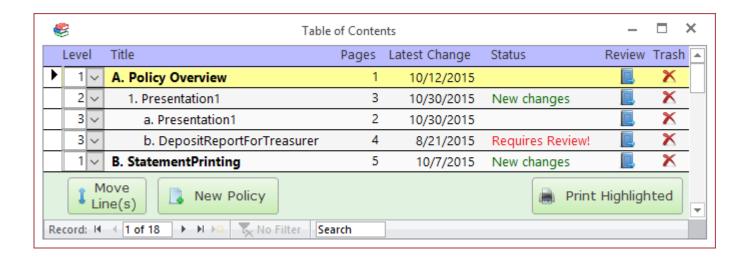
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## **Table of Contents Form**



## **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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