

To enter data into the excel project information box

Click around the area where you would like to put the text and a input box should appear

Project NUMBER1 LAST CHOICE LANE LANDBOROUGH

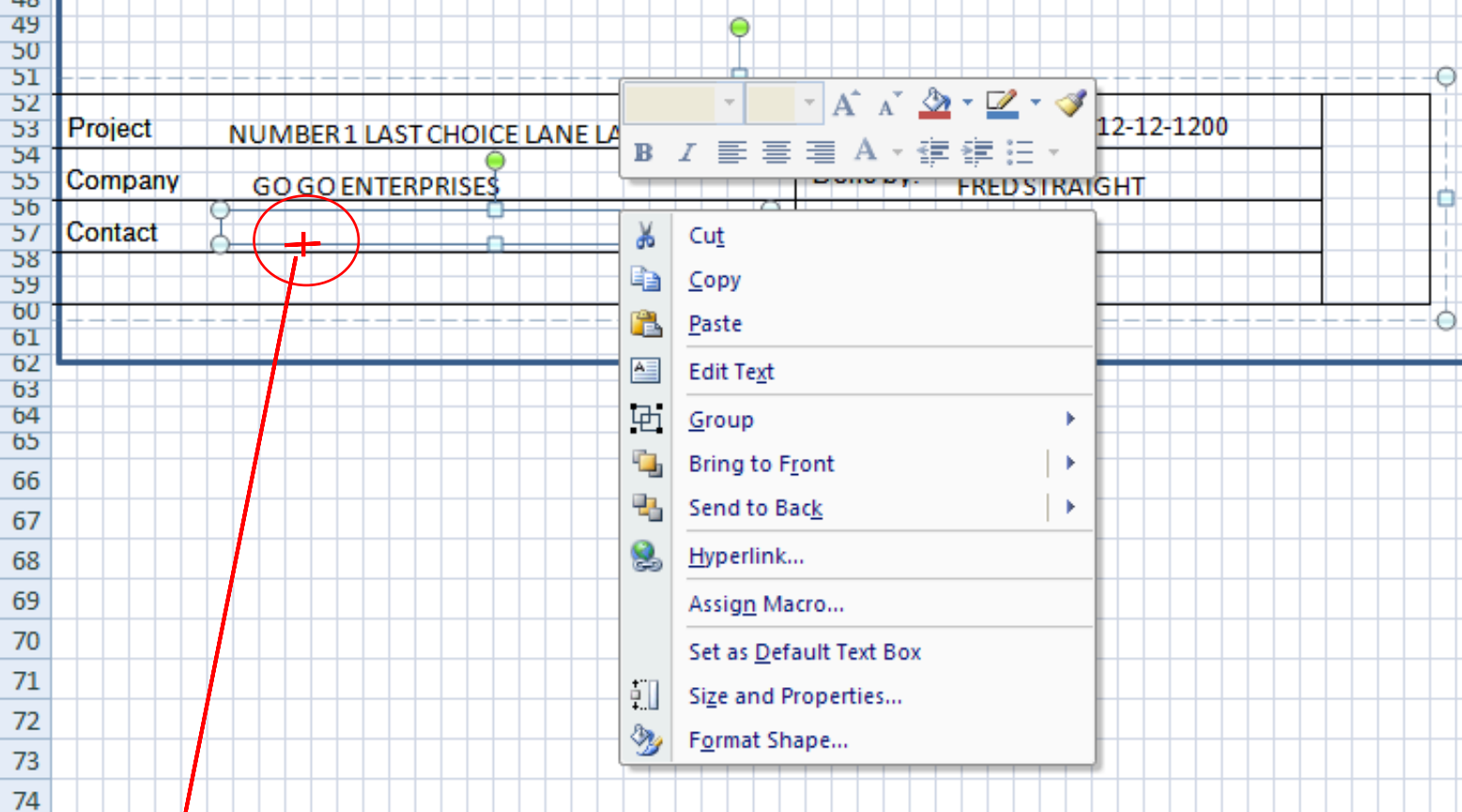
Date: 12-12-1200

Company GOGO ENTERPRISES

Done by: FRED STRAIGHT

Contact

Checked by:



Right Click with your mouse to bring up the menu selection box above (You must have the crosshairs of the mouse over the line of the box before you can get the correct menu to appear. Once you have the box up "Select the "Edit Text"

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Project	NUMBER1 LAST CHOICE LANE LANDBOROUGH	Date: 12-12-1200	
Company	GO GO ENTERPRISES	Done by: FRED STRAIGHT	
Contact	DO NOT CLICK AGAIN JUST TYPE IN STRAIGHT AWAY	Checked by:	

Once the "Edit Text" has been selected JUST BEGIN TYPING
(DO NOT CLICK ON THE BOX AGAIN) : THE TEXT WILL
APPEAR IN THE BOX.