[TypeRoleHere]		Date:	[FullMonth, 4DigitYear]
[TypeTeamAbbreviationHere]		Version:	[VersionNumber]

[Click here and type the Job Aid Title]

Describe the purpose and benefit of this job aid. For example: This Job Aid describes how to use the Job Aid template and its associated, styles, AutoText items, and key combinations.

>> DELETE THIS RED PARAGRAPH AFTER READING. <<
To use this template without tables, apply the same styles outside of a table and paste images below step numbers/letters using the idStepUnnumber and idSubstepUnletter styles

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(Optional) Type a Topic Heading Here (Heading 5 – Alt+5)

Larger job aids, containing more than one topic, may be broken up using these topic headings.

1. Single step instruction (**Alt+S**).   ImageOfStepNumber1Here

   Use this indented paragraph for the expected outcome of the step or other supporting information, if needed (**Alt+S** then **Ctrl+M**).

2. When possible, group multiple steps letters under one logical step number (**Alt+S**).   ImageForStepNumber2IfNeeded

   a. Lettered step (**Alt+L**).   ImageForStepLetterA

      Use this indented paragraph for the expected outcome of the step or other supporting information, if needed (**Alt+L** then **Ctrl+M**).

   b. Place images associated with steps on the same row.   ImageForStepLetterB

3. Single step instruction (**Alt+S**).

   - Indented Bullet (idBulletIndent1DOT) – **Alt+B then Ctrl+M Twice**

   OR

   - Indented Bullet (idBulletIndent1DOT) – **Alt+B then Ctrl+M Twice**

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