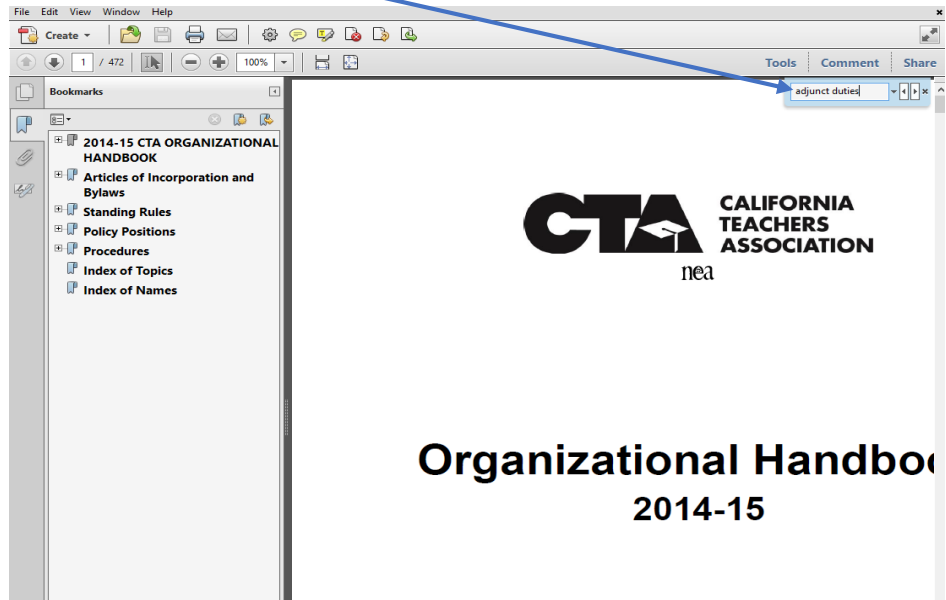


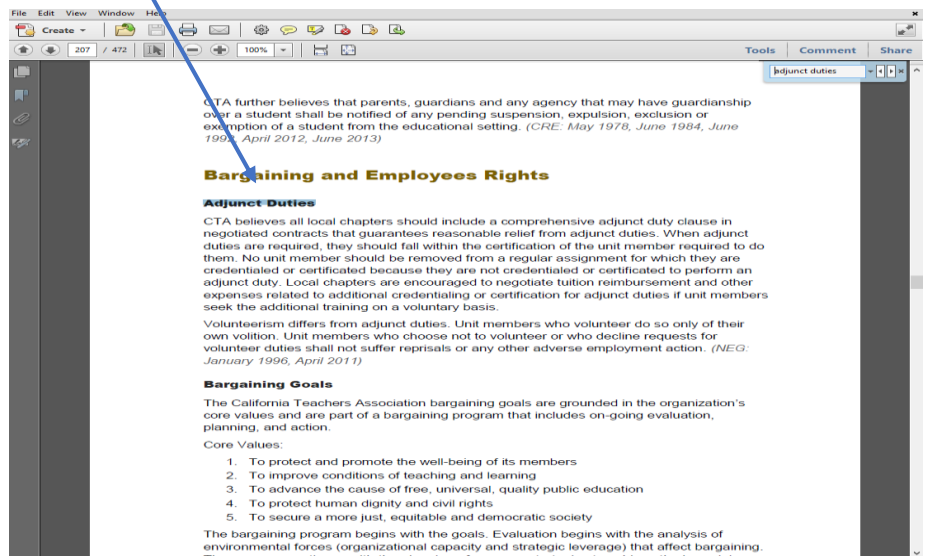
# CTA ORGANIZATIONAL HANDBOOK INSTRUCTIONS

## How to find topics by using the search box

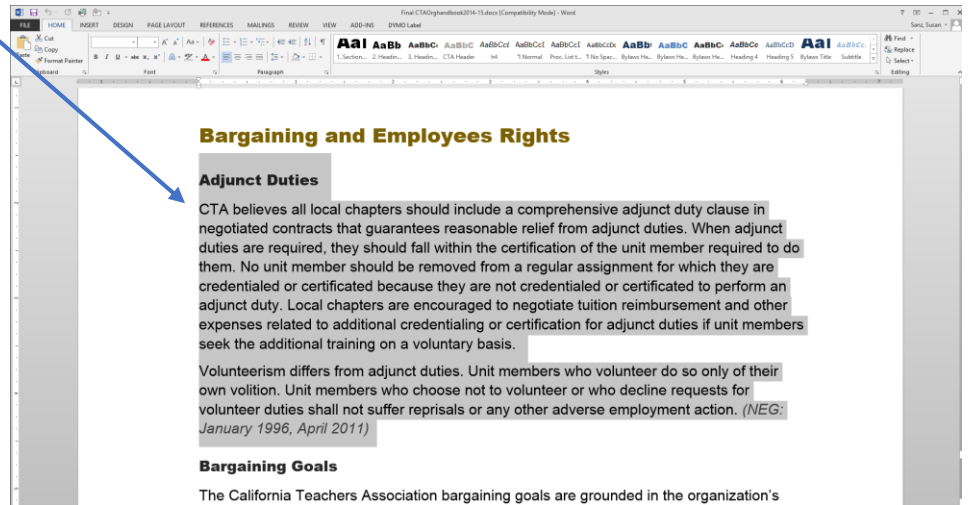
Press control + F and enter topic in search box



Click "next" until desired area appears. Topic will appear highlighted in main panel



How to copy and edit text from Word File: highlight text; right click and select copy



Paste in a new document and then you can edit the text.

