

# *Resource Materials*



*Course Title*

*Instructor Name*

*Course Date*

*Version*

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**Instruction:**

- **NOTE! Delete this instruction before printing.**
- Resource materials here should include all the supporting documents listed in the “Training Curricula”. Each document should have and be placed after its own cover page.
- To create a new Cover Page: Copy a whole page → Click on “INSERT” tab → Select “Blank Page” → Paste on the blank page
- To change content on the Cover Page: Click on “Tab X – Title” → type in the tab title
- To update the table of contents: Right Click the table of contents → Select “Update Field” → Select “Update Entire Table” → Click on “OK” bottom.

Tab 1 – Title

Tab 2 – Title

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