
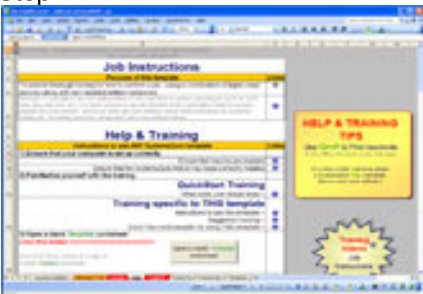





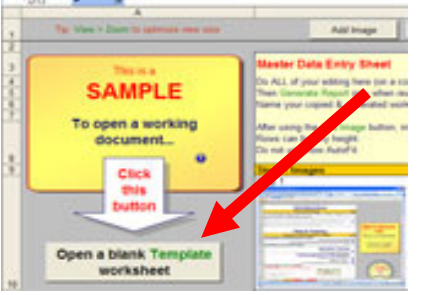
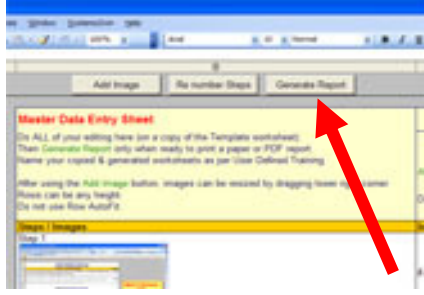

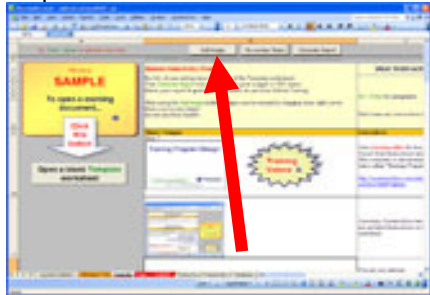


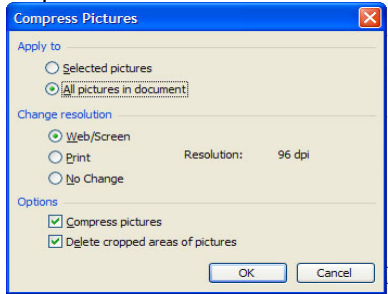


		<h1>Job Instructions for</h1>				Part # Sample Help	
Author	<name>	Released	<date>	Version	<date>	Proposed	
Status	NOT RELEASED	VStream	<Value Stream>	Revised	<date>	Controlled?	NA (not controlled)
Safety	<Safety Equip & Notes>	Equip/Tools	<Equipment & Tools Needed>	ID		Description	<Description>
Alt+Enter to word wrap>		Alt+Enter to word wrap>		<Document Control Number>		(Alt+Enter to word wrap)	

Related documents: 

Comments
 Use the Top and Bottom Comments textboxes for "Common Key Points" - that are common to many or all process steps.
 Important: Do not copy, move, or delete this special Comments textbox. You can, however, increase its size - by increasing the row height.

Step	Instructions	Step	Instructions
Step 1 	Follow Instructions found on this Sample worksheet, and the Help worksheet 	Step 2 	View training videos  http://www.systems2win.com/solutions/jobInstructions.htm#Training
Step 3	Pictures are optional Instructions are not optional. The first blank cell found in this Instructions column will be interpreted as the end of your report.	Step 4 	Highlight Major Steps in bold and Key Points in red as an easy way to comply with TWI Job Instructions best practices http://systems2win.com/LK/teams/TWI_JI.htm 
Step 5 	Do all of your editing on a copy of the Template worksheet which you open by clicking the Open a Blank Template Worksheet button - found on both the Sample and Help worksheets.	Step 6 	Press the Generate Report button at the top of the page when you're ready to generate your final deliverable report

<p>Step 7</p>	<p>Distribute your report in a non-editable format</p> <p>such as printed paper, or a PDF</p> <p>http://www.systems2win.com/c/portal/pdf.htm</p> 	<p>Step 8</p> 	<p>Use the Add Image button to add pictures</p> <p>which might come from your camera, or from a computer screen shot</p> <p>http://www.systems2win.com/c/worksheets.htm#PrintScreen</p> 
<p>Additional clarification</p> 	<p>When you use the Add Image button, your picture is automatically sized to fit perfectly.</p>	<p>Step 9</p> 	<p>Compress images</p> <p>Keep your Excel file size small by compressing images - easily.</p> <p>http://www.systems2win.com/c/MSdraw.htm#reduce</p> 
<p>Step 10</p> 		<p>To resize an image just drag the lower right corner</p> <p>The row height will automatically resize when you click the Renumber Steps button.</p> <p>Or more correctly - the row height will resize if your image is bigger. Row height will NOT resize if you manually resize your row to be bigger - to hold all of your long-winded instructions.</p>	



How to handle long Instructions

Although you should usually keep your comments brief...

Row height can be MANUALLY increased to accommodate long instructions

(by simply dragging the row separator line beneath the row number in the grey margin on the left).

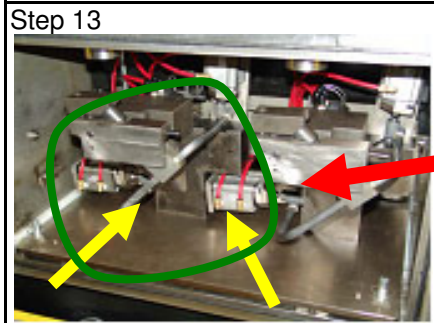
DO NOT USE ROW AUTOFIT



A better way to handle long instructions is to simply refer to the Comments textbox below.

Or (if this document will be used electronically), use Link Icons to link to related documents.

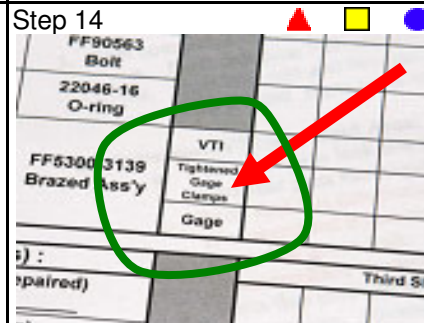
<http://www.systems2win.com/c/worksheets.htm#hyperlink>



Learn how to use Excel as a drawing tool

to add arrows and shapes to make your illustrations more clear

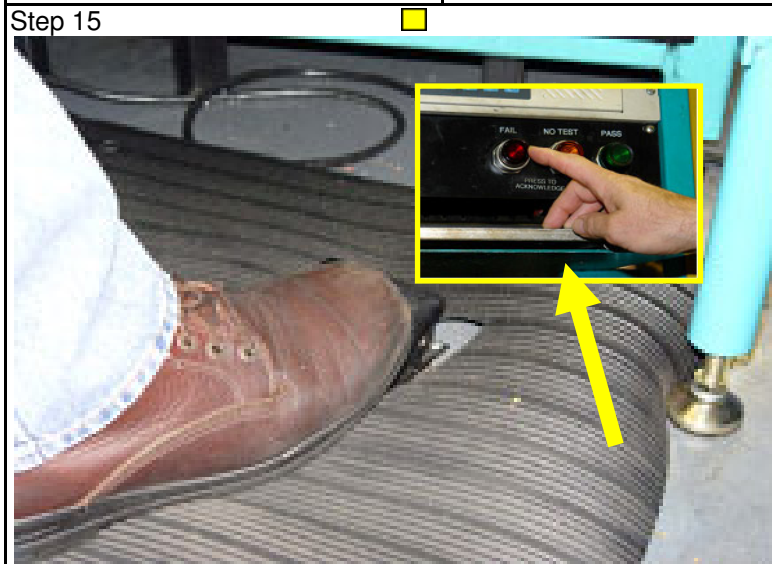
<http://www.systems2win.com/c/MSdraw.htm>



Each cell can have unlimited small shapes

but only one big picture

unless you group shapes



Group shapes

When you want a picture within a picture or arrows and shapes in an enlarged image (that don't get scrunched in the generated report)

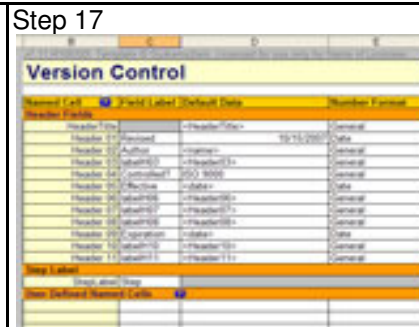
<http://www.systems2win.com/c/MSdraw.htm#group>



Add your own custom symbols

The Quality Shapes are entirely optional. You can use them for your own purposes, and/or add custom shapes of your own.

<http://www.systems2win.com/c/personalize.htm>



Personalize your header fields

Use the VC worksheet to personalize your header fields and the phrase that precedes your Step numbers.

Notice how step numbering skips this cell

Skip Step Numbering

Step Numbering will skip over any cell in the Steps/Images column that contains text that starts with anything but your chosen Step Label phrase.

Skip step numbering to add extra clarification, or an alternate approach, or situational differences...



Include active hyperlinks in your PDFs

<http://www.systems2win.com/c/portal/pdf.htm#links>



Tell a colleague



Come on... Doesn't anything ever impress you anymore?

Isn't there someone you know that could benefit by using this tool?

Comments

Use the Top and Bottom Comments textboxes for "Common Key Points" - that are common to many or all process steps.

Important: Do not copy, move, or delete this special Comments textbox. You can, however, increase its size - by simply pulling the bottom border.