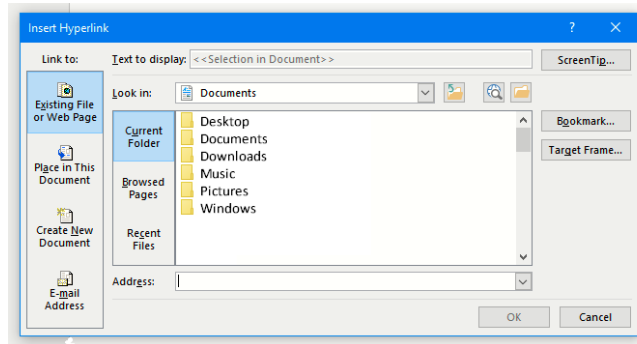
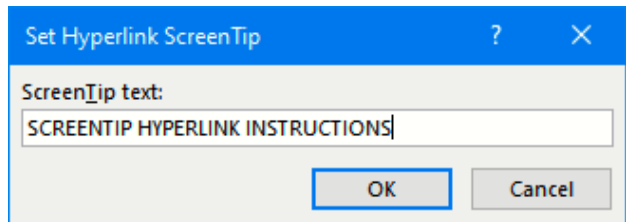


SCREENTIP HYPERLINK INSTRUCTIONS

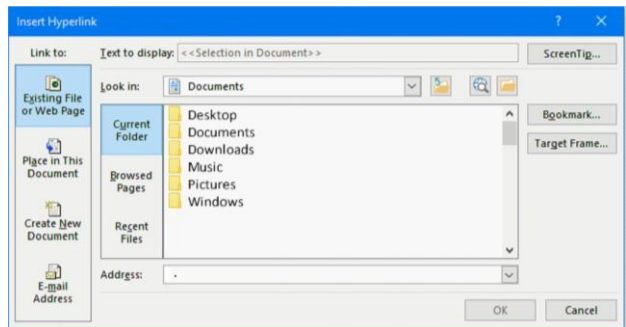
1. Select and copy heading (**Ctrl/Z**)
2. Click **Ctrl/K**
3. Click **Select** and the **Insert Hyperlink** Window appears
4. Select **ScreenTip** button...



5. Click **Ctrl/V** to copy heading
6. Select **OK**



7. Type a period "." in the Address box, and then click **OK**



8. Highlight, copy (**Ctrl/C**) and delete (**Ctrl/X**) text to be hyperlinked
9. Click **Alt/F9**
10. Find ScreenTip text VBA code, and paste text (**Ctrl/V**) inside the quotes over the heading
11. Click **Alt/F9** to complete the process
12. Move mouse over highlighted text to view Pop-Up screen!