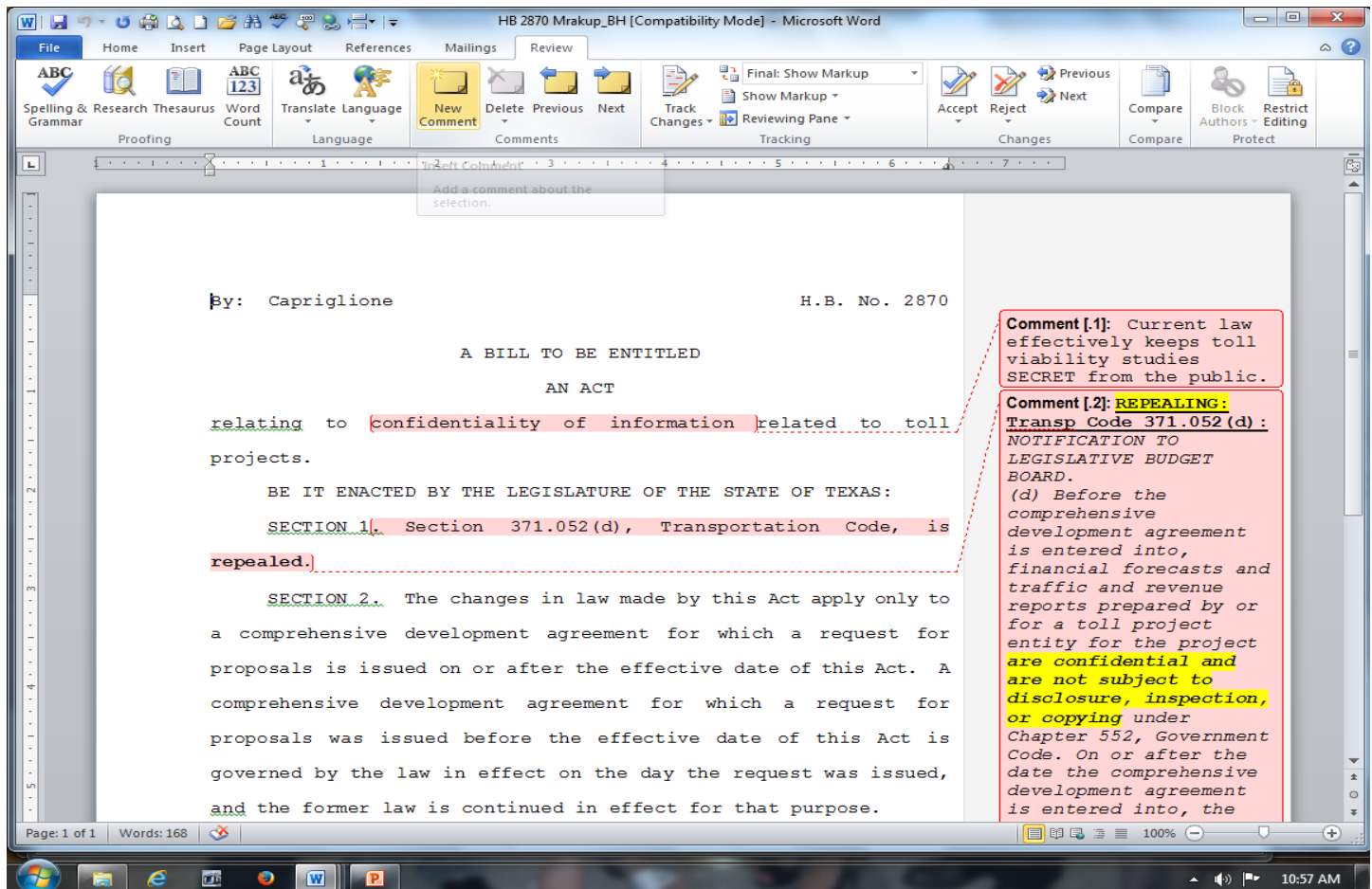


Screenshot of HB 2870, marked up in MS Word

Using the MS Word application,

1. Click on the “REVIEW” tab at the top.
2. With your cursor, highlight the text in the bill that you wish to create a “comment” on, then...
3. Click on the “New Comment” manila folder in the tool bar (top of document here)
4. That will open a text box in the right margin of the document for you to type your customized comments
5. You can edit the fonts of your comments by clicking on the HOME tab to access **bold**, *italicized*, and other font features.



TO INCREASE THE SIZE OF THE FONT IN THE COMMENT BOX, you can perform an internet search; “Increase comment font size in MS Word”

TO CHANGE THE PRE-SET MARGINS AND PAPER SIZE OF BILLS DOWNLOADED FROM TLO.

1. OPEN a bill in the MS Word format
2. Double left click in the top margin area
3. With your cursor in the top margin area, “delete” the excess space
4. Click the red box in the tool bar to “CLOSE HEADER AND FOOTER”
5. You should be able to continue to “DELETE” a few more lines in the top margin area
6. Click on “Page Layout” tab (MS Word tool bar)
7. “Size” – click on the down arrow, and change the paper size from Legal to Letter size