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Instruction Manual for Document Template Setup

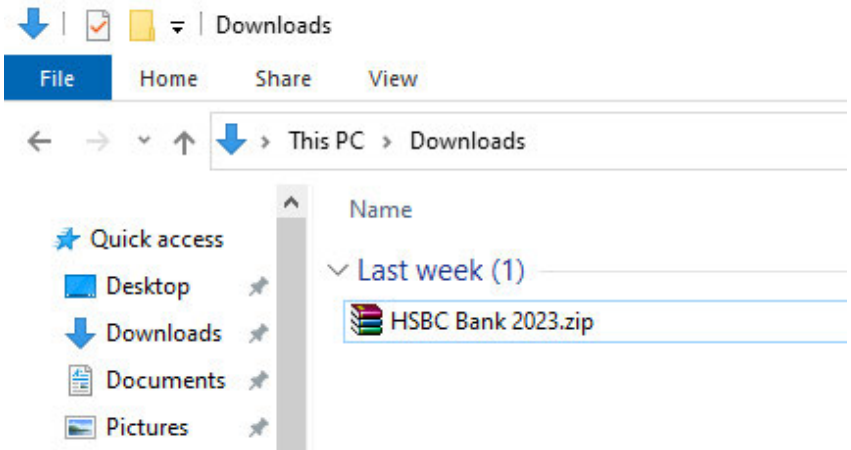
1. Introduction

This guide will walk you through setting up your purchased document template. By following the steps outlined, you'll have your document ready for use in no time.

2. Step-by-Step Instructions

Step 1: Download Your Purchase

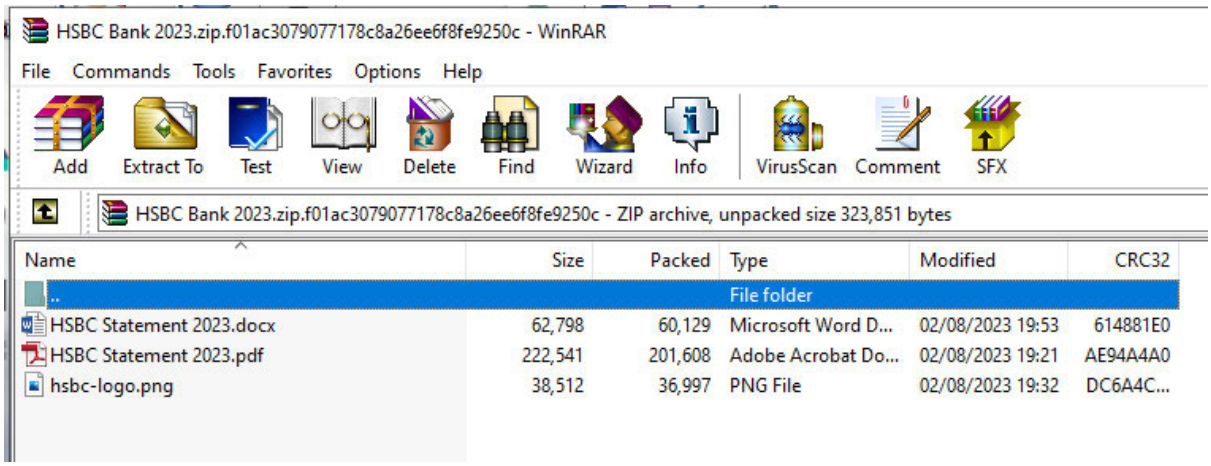
- After purchasing, locate the downloaded ZIP file, usually in your 'Downloads' folder or the location you chose to save it.



Step 2: Unzip the File

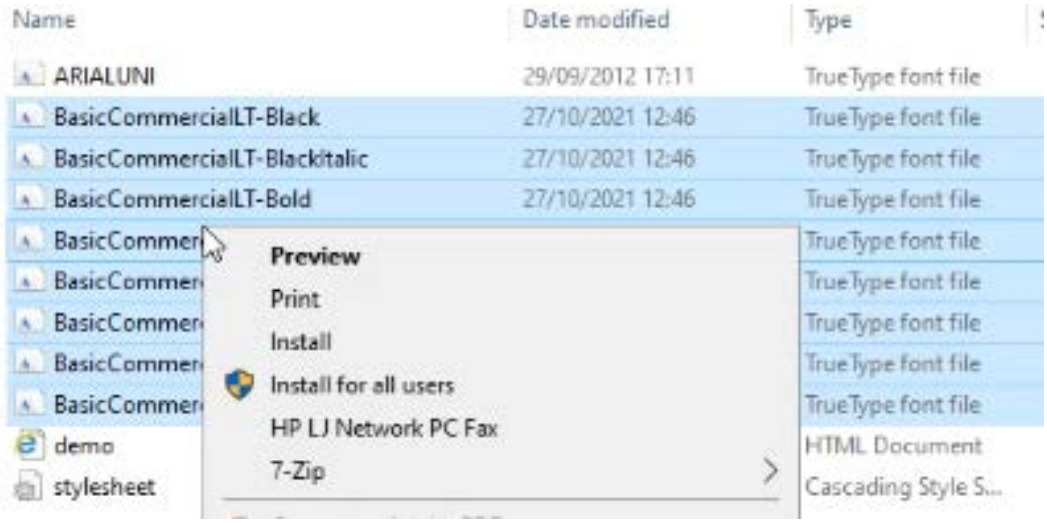
- Right-click on the ZIP file and select 'Extract All' or use your preferred unzipping software.
- You will find:

- Master template file (in PDF, Word, or CorelDraw format)
- Master font pack
- Vectorized logo (if adjustments are needed)



Step 3: Install the Fonts

- It's essential to install the provided fonts before opening your document template to ensure proper formatting.
    1. Locate the 'Master Font Pack' folder.
    2. Right-click on each font file and select 'Install for all users' (or similar, depending on your operating system).
    3. If prompted, approve any administrator permissions.



Step 4: Open the Document Template

- Once the fonts are installed:
    1. Choose the template file that fits your software (Word for .doc/.docx, PDF Pro editor for .pdf, or CorelDraw).
    2. Open the file. Ensure that you have Word 2000 or newer versions if using the Word template.

Step 5: Customize the Template

- Use the provided example overlay as a guide.
- You can adjust and manipulate the document to fit your needs.

Step 6: Print or Share the Document

- Our templates are print-ready:
    1. If you want a copied effect, simply select A4 as the paper size.
    2. Print directly using your printer.
    3. Alternatively, you can 'Save as' or 'Export' the document to a PDF and share it via email or other means.

3. Troubleshooting

If you face any issues, ensure:

- All fonts from the 'Master Font Pack' are installed.
- You're using a compatible version of Word or PDF Pro editor.
- If you are creating a bank statement, we recommend that you create a simple spreadsheet so that your figures are exact. For example people who are trained in verification techniques spot miscalculations easily. Also frequently organisations use techniques to check meta data so always provide a scan rather than the finished item unless you are using the document in physical form.

4. Conclusion

With these steps, you should have your document template ready for use. Remember, our templates are designed for ease, so printing and sharing should be straightforward. If you encounter any challenges, refer to this guide and the provided screenshots.

Remember you can always email us at members@confidentialaccess.by if you run into any difficulties! And don’t do anything we wouldn’t do.

GOOD LUCK