

Instructions: Resolution Template

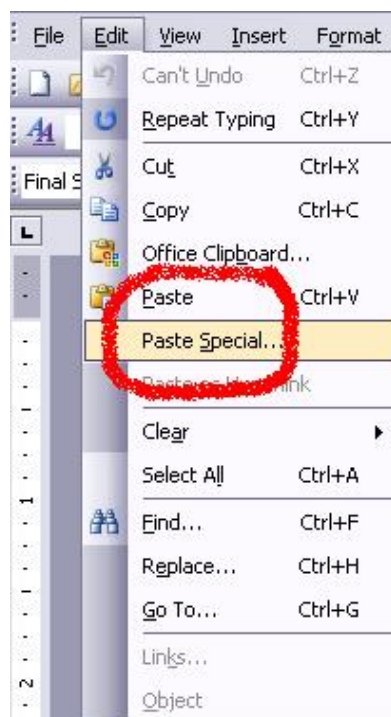
Welcome to the new resolution template. This easy-to-use Microsoft® Word template will assist the Canadian Chamber in preparing the proposed resolutions for the Annual Meeting and then final book. In this document, you'll find instructions on using the template, which is accompanied by an example of a properly-submitted resolution.

**Please note that the Canadian Chamber now requires all proposed resolutions to be submitted in this template only.*

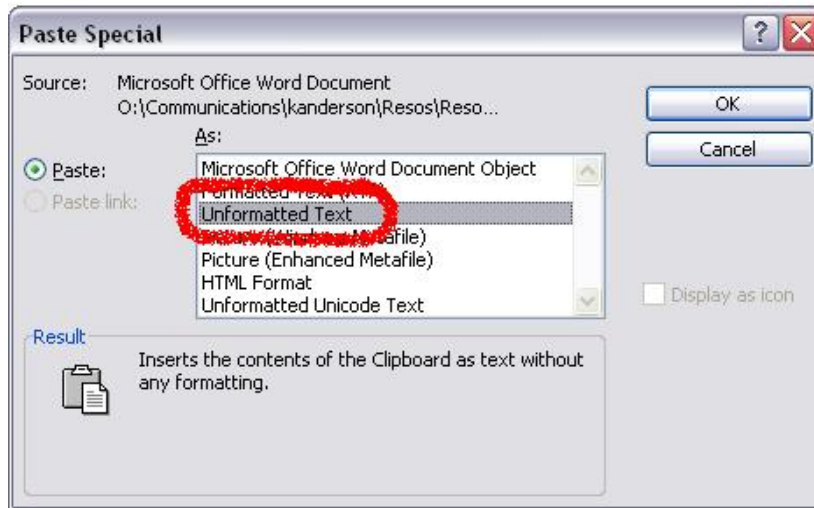
The template contains default styles and formatting. If you are creating a resolution that does not exist in another form or document, you can simply begin typing your text into the provided template, as per the example. This is the easiest way to use the template. Once you've completed typing in your text, simply delete the example, and save with an appropriate filename and email it to us - done!

If you need to input text from an existing document and don't want to re-type everything, the best way to do this is to overwrite the text found in the example. This way, the text you are copying and pasting into the template follows the correct styles and formatting. Please follow the instructions below:

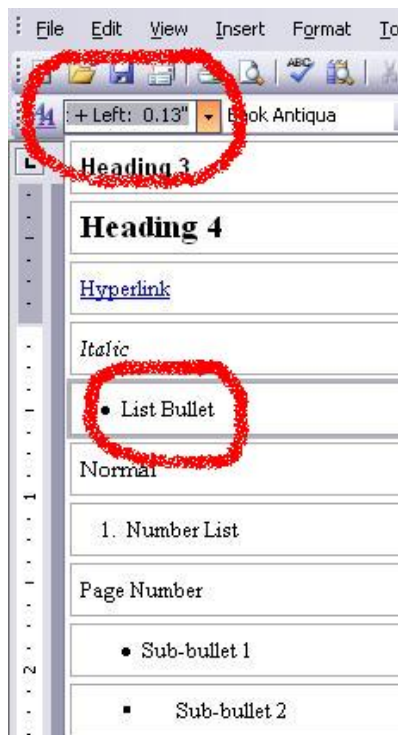
Highlight the title from your existing resolution and choose 'Copy' from the 'Edit' menu in the toolbar. Go into the template, and highlight the example title. Now, go to the 'Edit' menu in the toolbar and choose 'Paste Special'. If you can't see it, hold your cursor over the arrows at the bottom to expand the 'Edit' menu:



Next, a dialog box will appear. Choose 'Unformatted Text' and click 'OK':



Your text will now match the default styles and formatting, as long as you placed it within the title in the example. Repeat this step for the remainder of your text. If you encounter any problems, simply highlight the text you wish to fix, then choose the correct style from the styles menu at the top left of your screen beside the window that displays your fonts. For example, if you need bullets, you'd simply choose 'List Bullet':



Another option is not to overwrite the example text, but to use the steps above to paste your text into the template above or below the example, in order to use the example text to correct any problems when pasting your text in. If you do encounter a problem using 'Paste Special' and want to match the text with the template, simply highlight the text in the example that matches the format you want for your text, and then click on the format painter icon in the toolbar:



Now, highlight the text you want to fix, and it will convert it. You can use this for titles, bullet lists, number lists, or normal text. After you're done, delete the example text, save, and send to us.

Please submit your resolution(s) to:

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If you have any questions on using the template, please contact:

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