



TROUBLESHOOTING

OPERATING ISSUE	RECOMMENDATIONS
Template does not open after downloading file.	Make sure you are using MS Word to open file.
Template is blank; no gridlines appear.	To view grid layout in MS applications, select Table>Gridlines.
Newer version of Microsoft Word.	Open file in compatibility mode
To change text direction (portrait vs. landscape).	1. Open template document. 2. Select layout tab. 3. Under Alignment, click Text Direction.