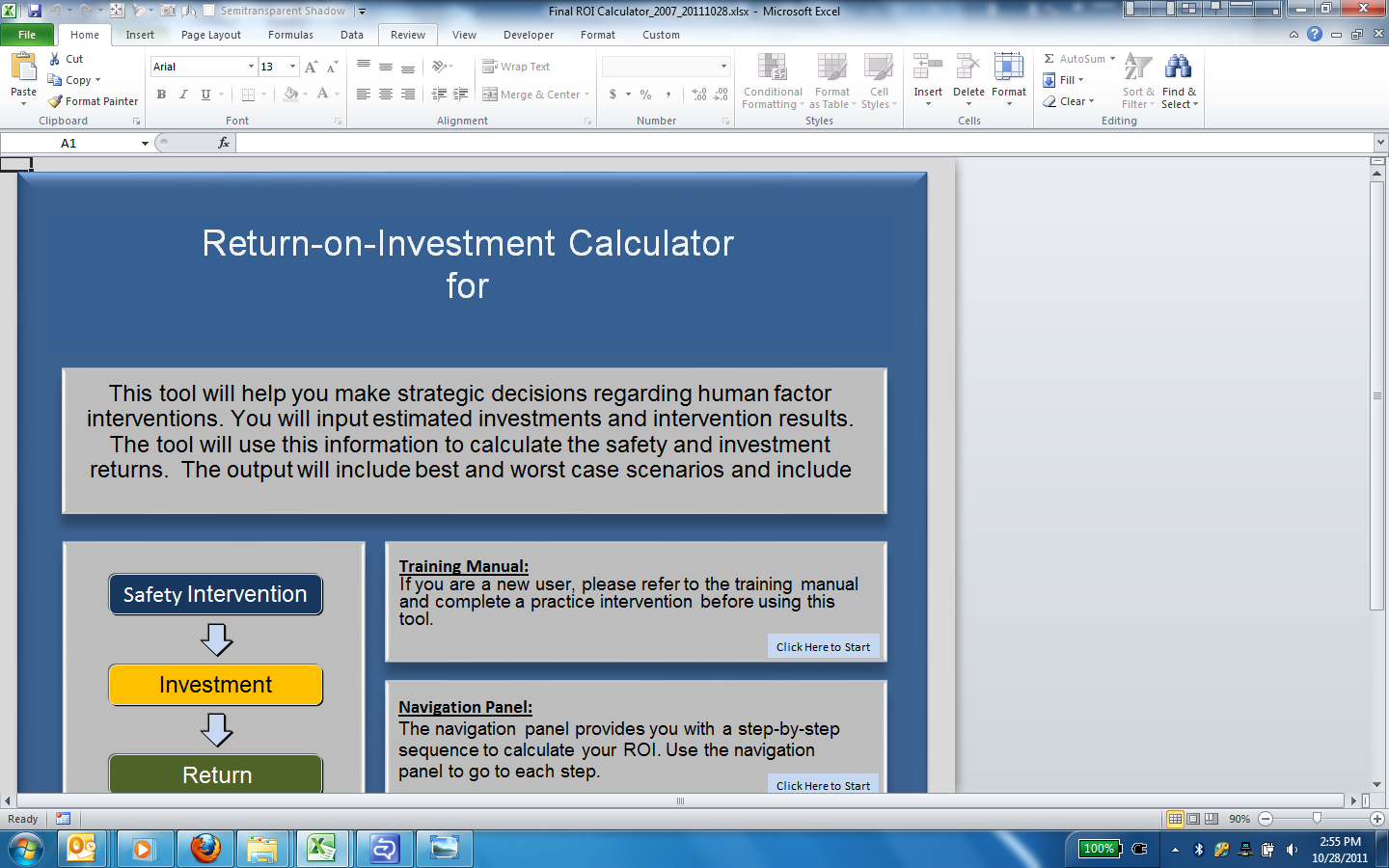
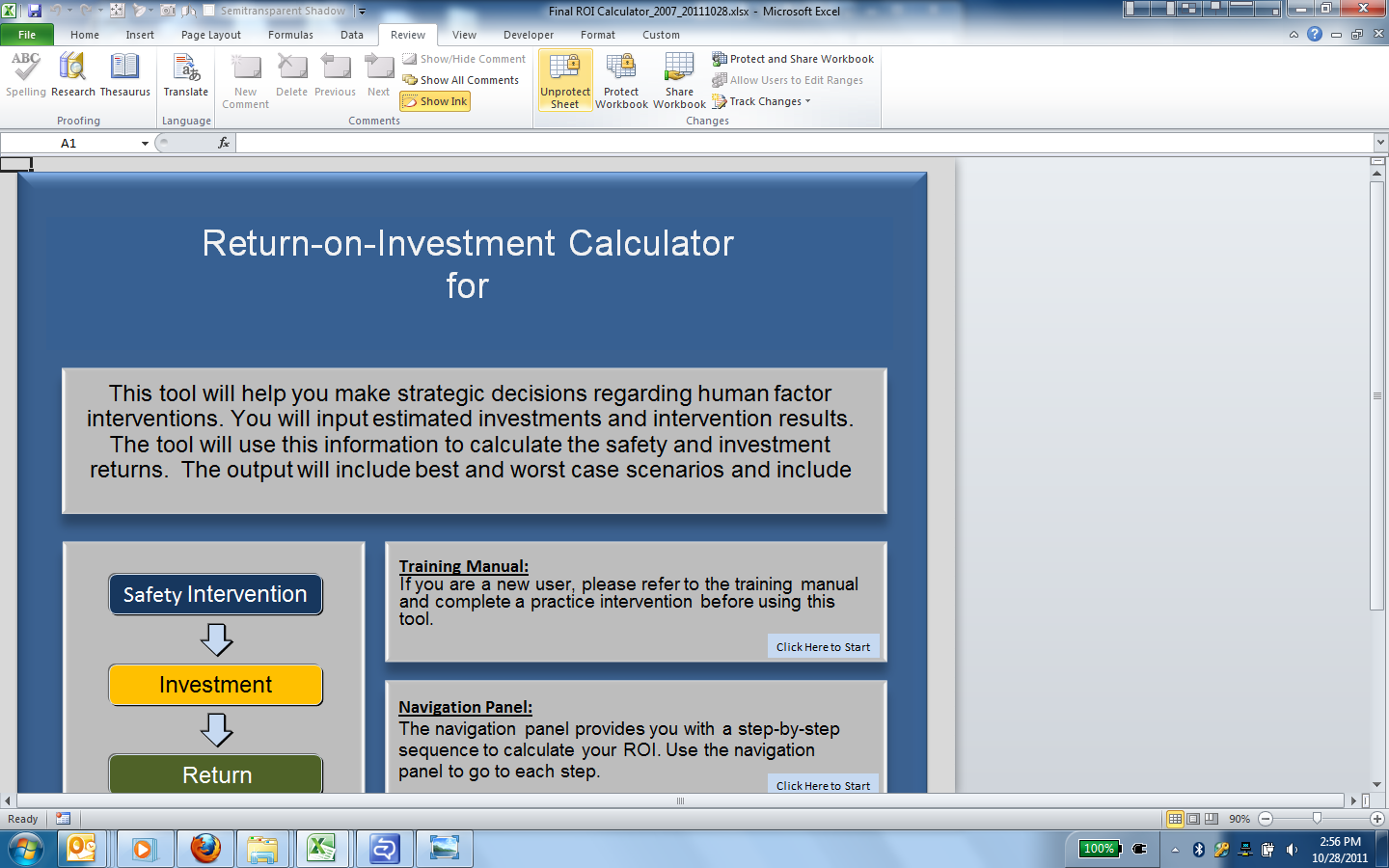
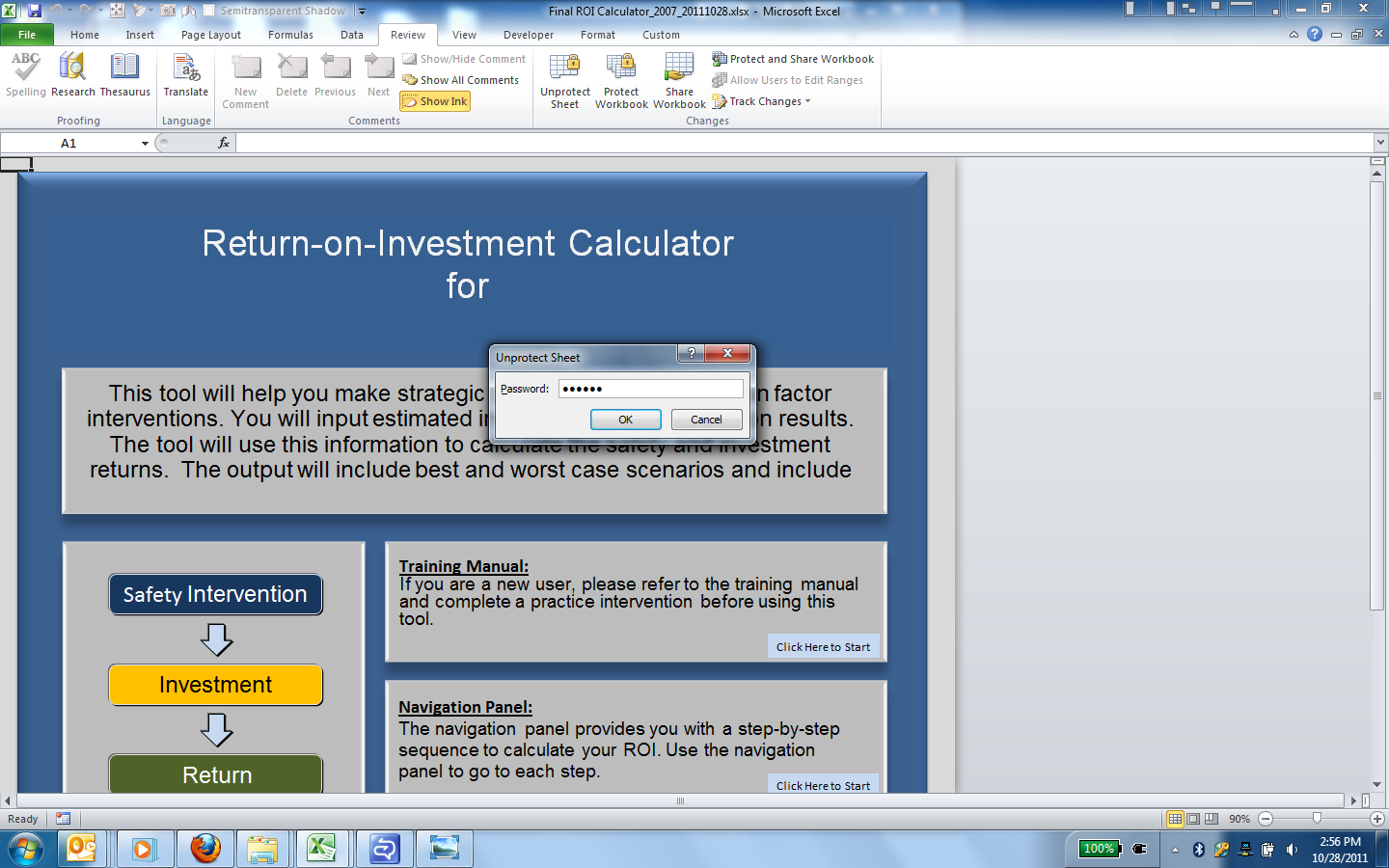
1. **Select the “Review” Tab**

****

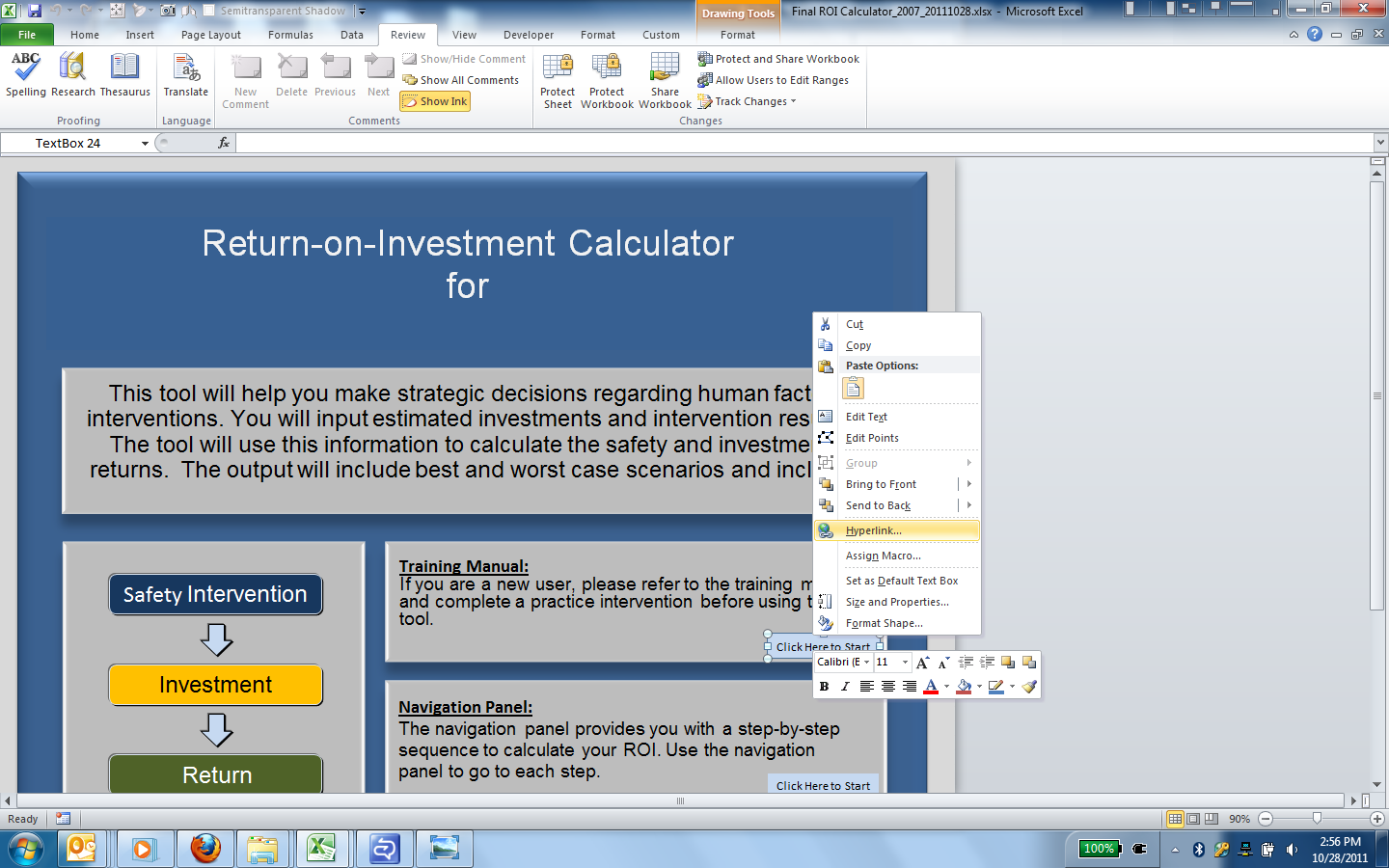
1. **Select the “Unprotect Sheet” button**



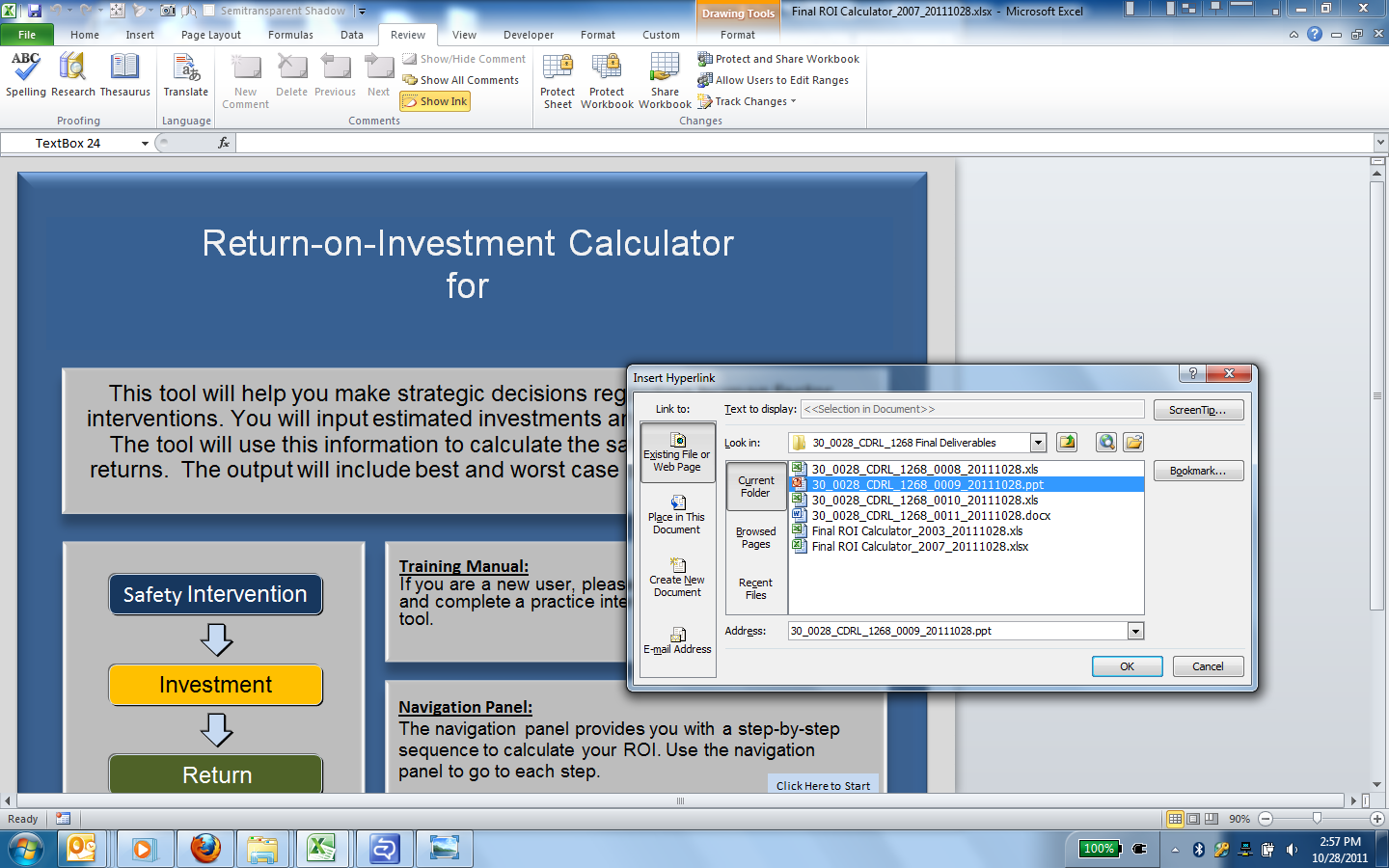
1. **Type the password “safety” and press Enter**



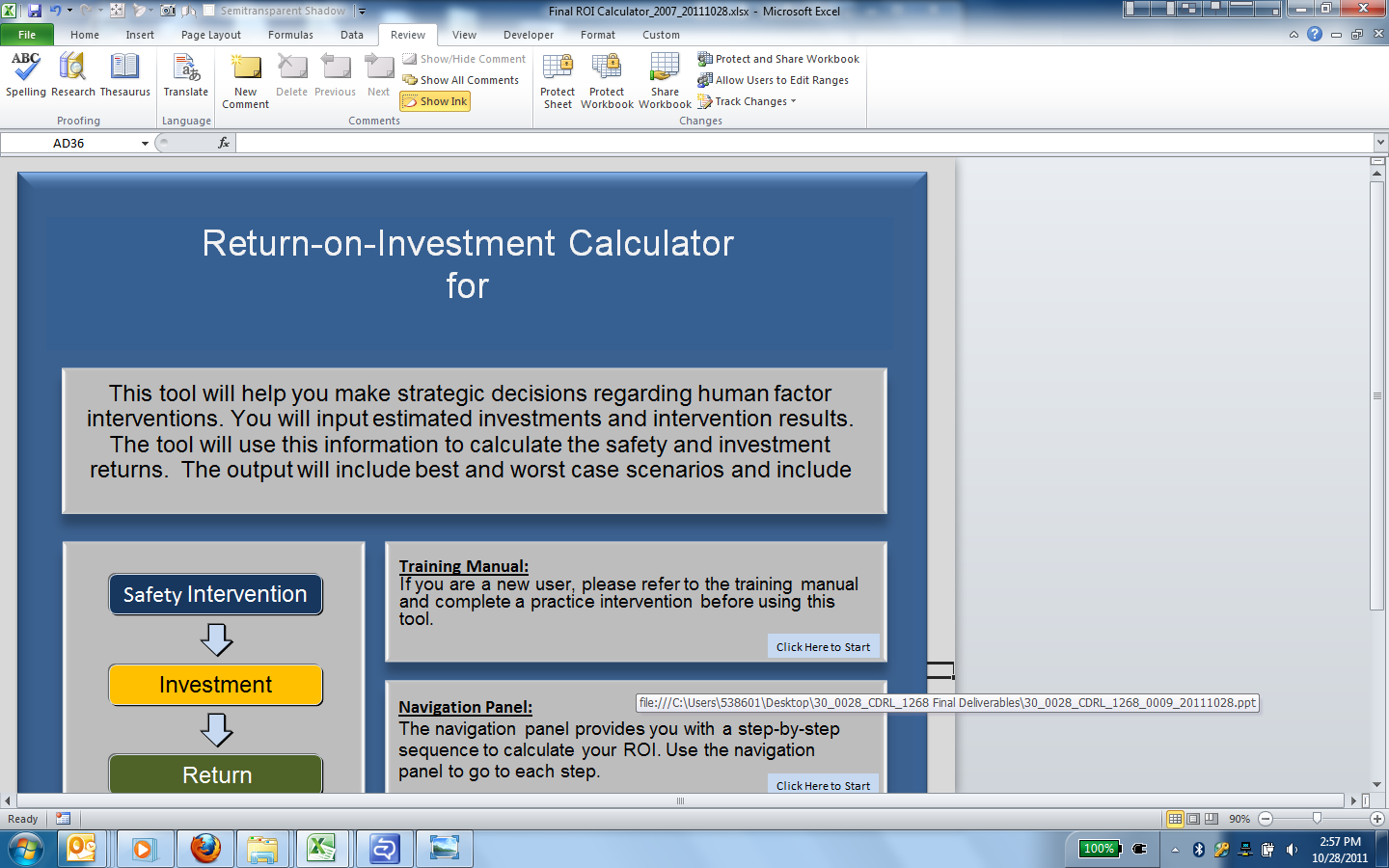
1. **Select the “Click to Start” box, then Righ Click to open a drop-down list. Select “Hyperlink”**



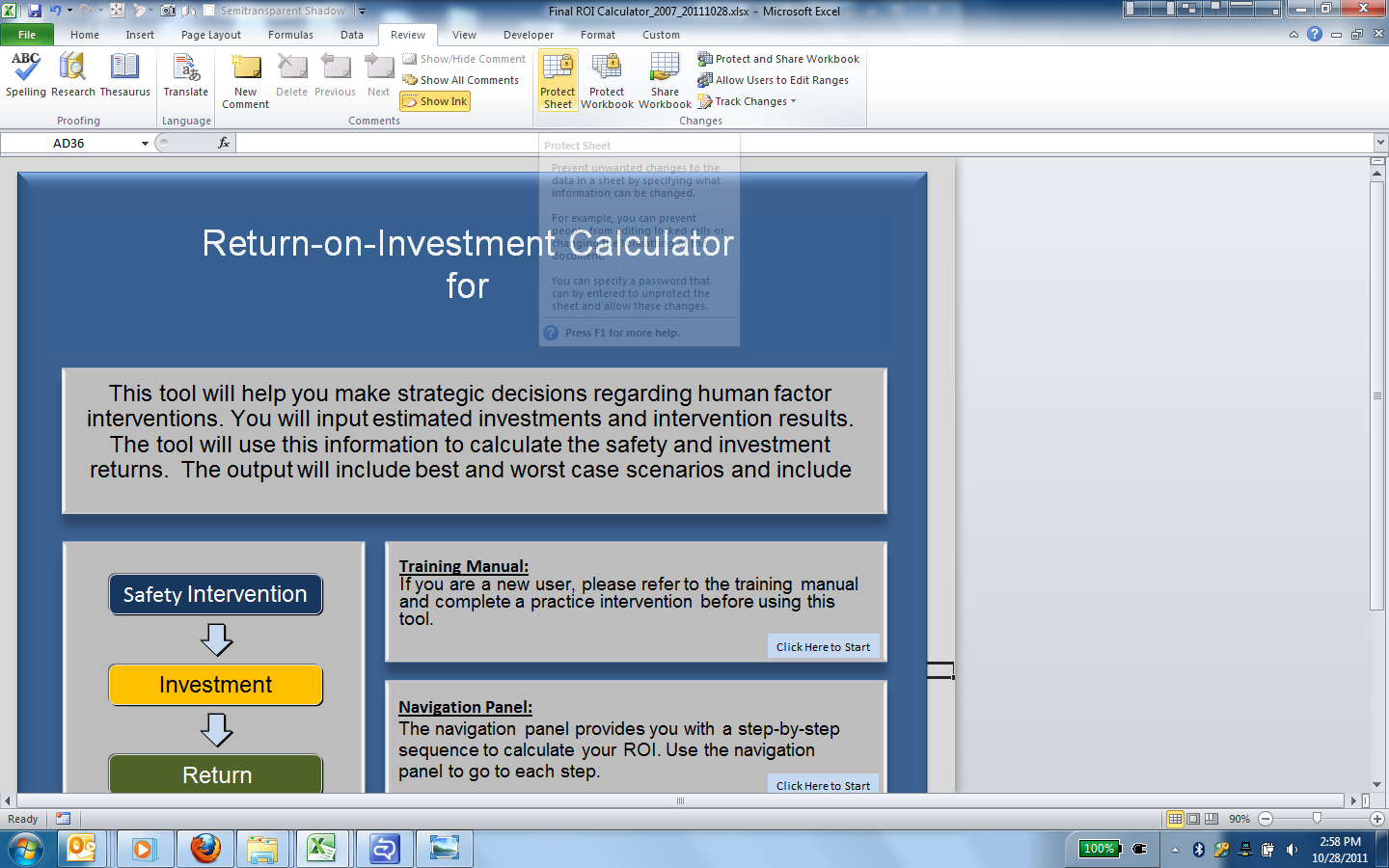
1. **Browse to the Training Manual PPT file, Select the file, and Press “OK”**



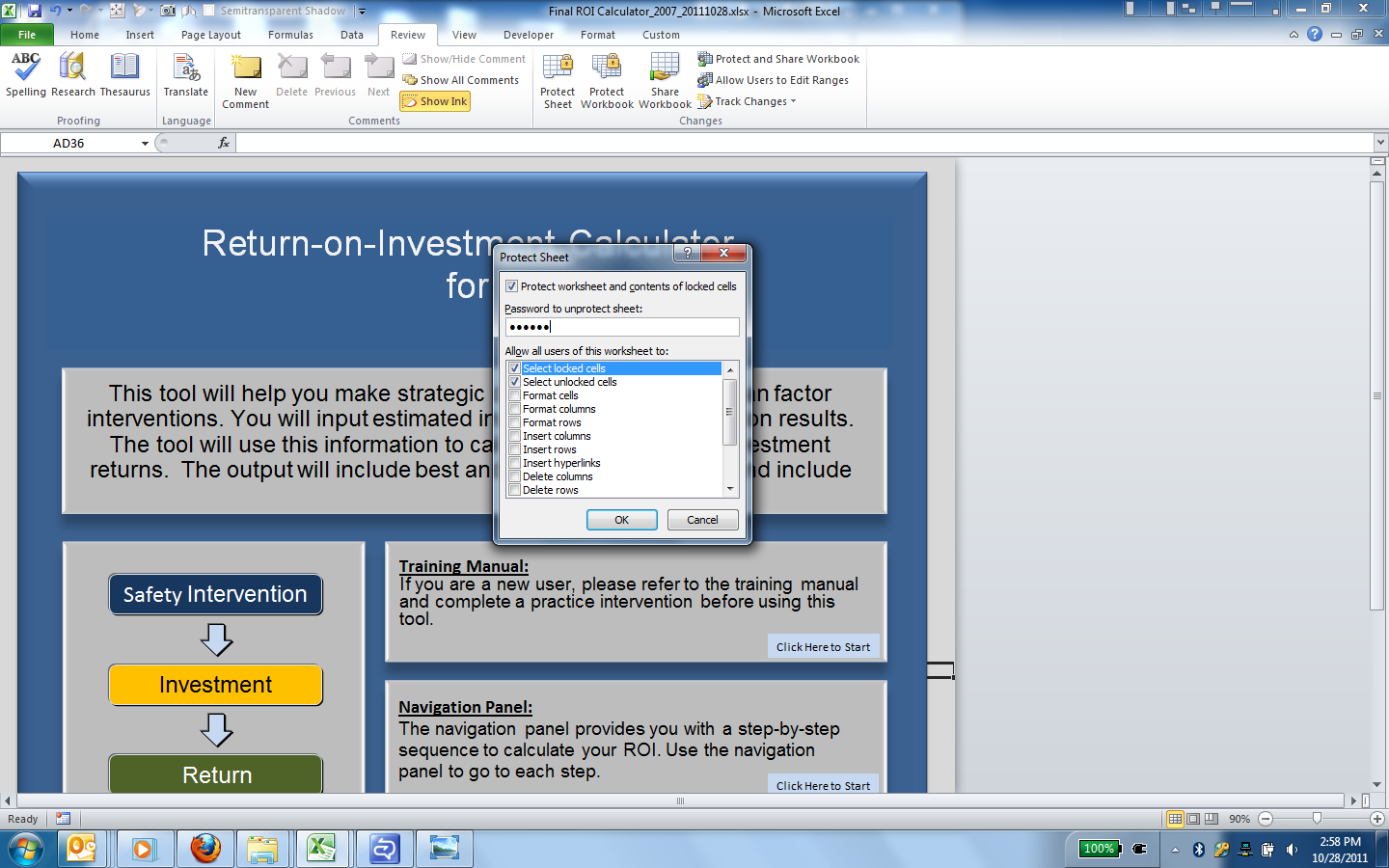
1. **The File is now hyperlinked. Click on the “Click to Start” box to launch the Training Manual.**



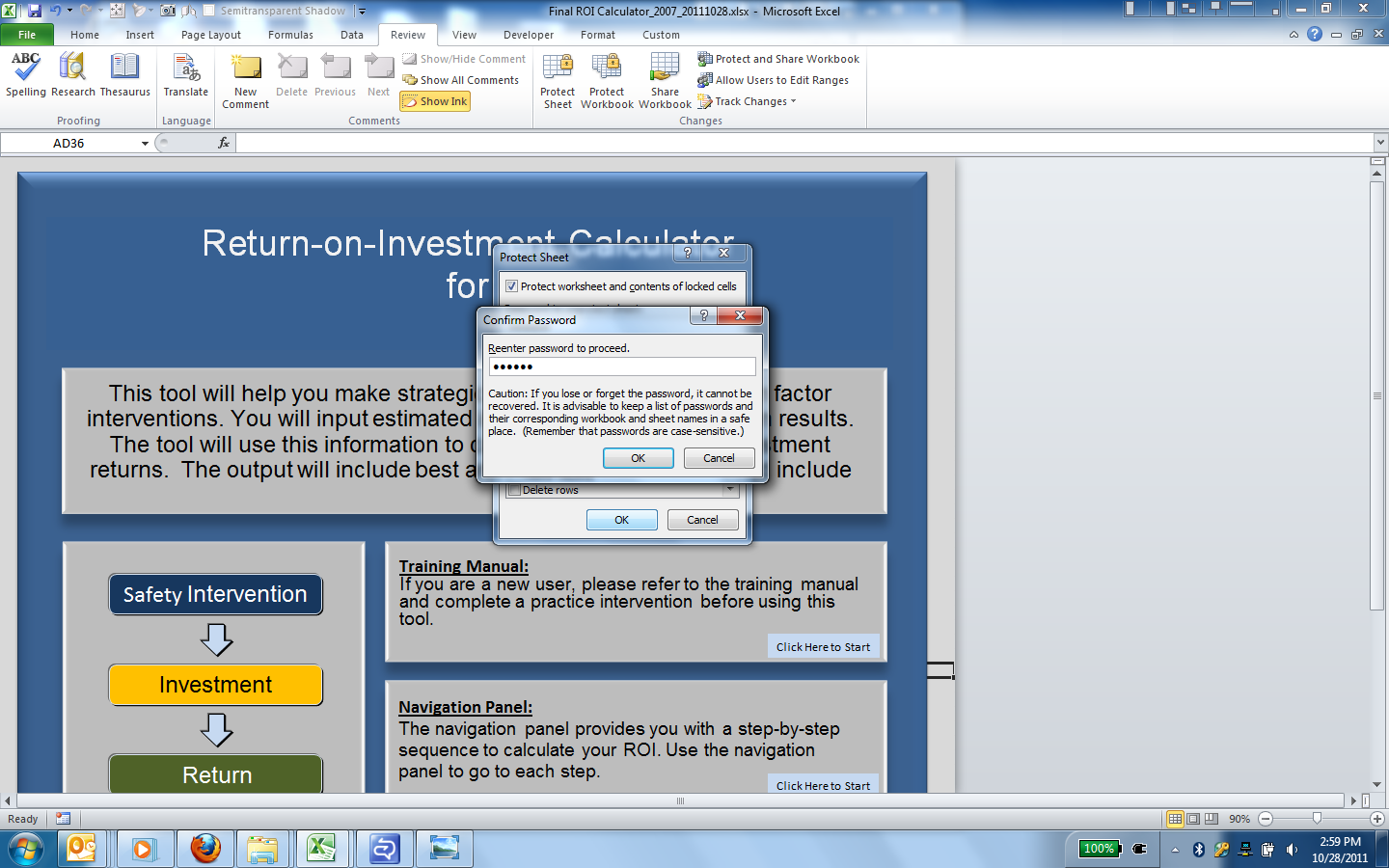
1. **Select the “Protect Sheet” button in the upper right hand corner**



1. **Type the password “safety” and press Enter**



1. **Type the password “safety” again and press Enter**



1. **Click on File🡺Save to keep all changes**

