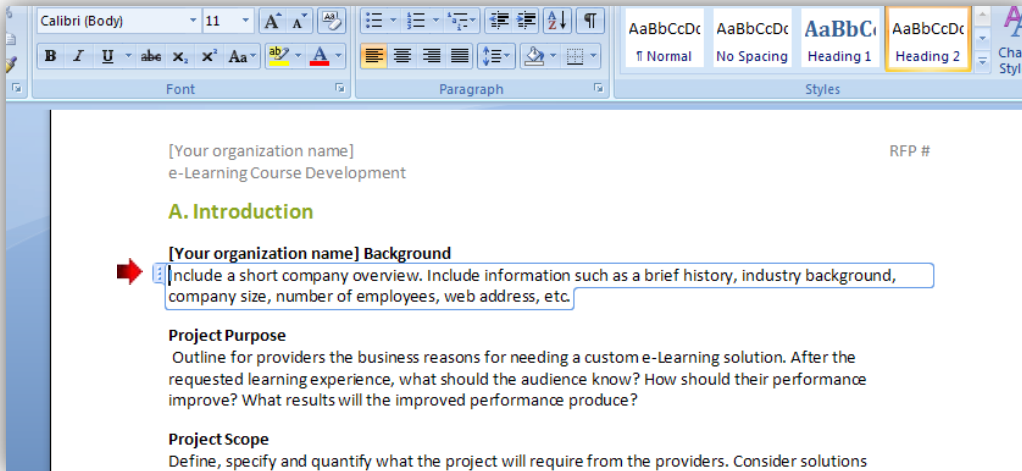


## e-Learning Course Development RFP Template Instructions

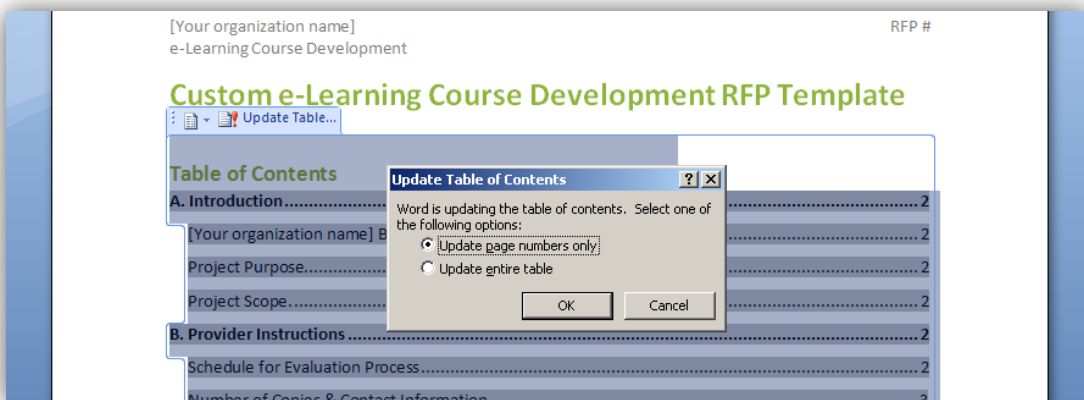
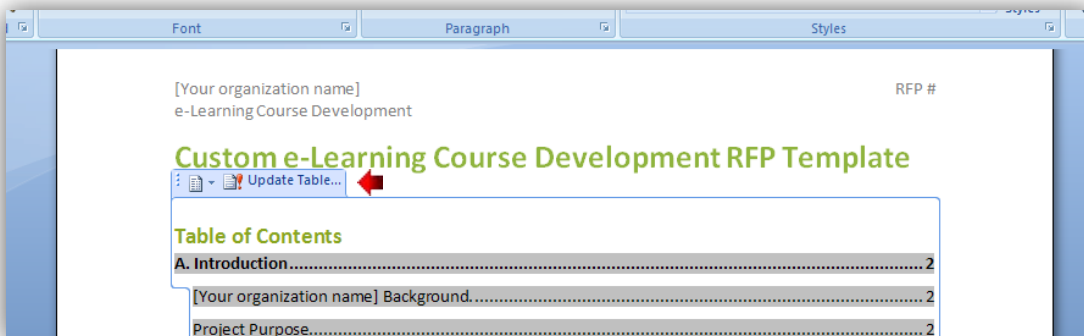
### To fill out personal information:

Click the content controlled highlighted area, and click the tab to select entire section. Begin typing.



### To update table of contents:

Select table of contents. Click on tab "Update Table" and select "update page numbers only"





**To add section:**

Select where you would like the new section, and type in desired text. Highlight the text and select “heading 2” under the “styles” tab. Change table of contents accordingly, and update table of contents page numbers.

