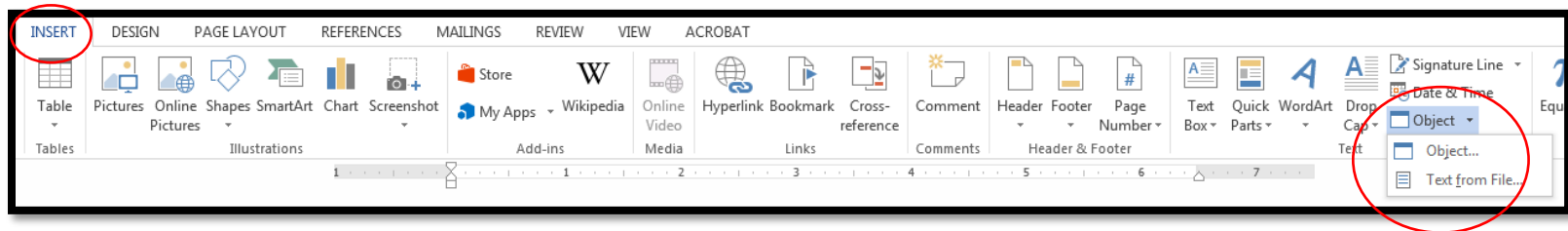


## How to organize your project step by step before you upload it.

Step 1: Open Section 1 – Cover Page and Table of contents and fill in the highlighted info.

Step 2: Skip Page 3 Executive Summary and Go to the top of page 4 (The last blank page)



**Step 3:** Go to the Insert Tab and go to Object then click on Text from File (See picture)

**Step 4:** Locate Section 2 of your Business Plan and click Insert to add Section 2 to your document

**(You should now have Section 1 followed by Section 2 in one document.)**

Step 5: Go to the end of the newly inserted Section 2 and repeat **Steps 3 and 4.**

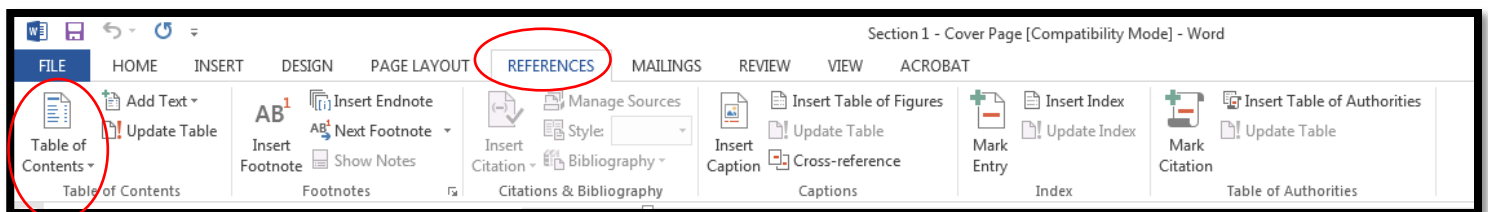
Step 6: Keep repeating this process until all your sections are included in one single document.

Step 7: Review your document to make sure all sections are inserted in the right order.

Step 8: Review your document to make sure it is formatted correctly. (See sample)

Step 9: Let's create a Table of Content.

- Go to Page 2 Titled: Table of Contents
- Position your cursor on the left side
- Go to the References Tab (See picture)
- Choose Table of Contents on the left side
- Select Automatic Table 1



Step 10: Save your document as Business Plan Project.

Step 11: Upload your project using the Upload Option from the website.

**Note: Make sure the cover page has your name on it before uploading your paper.**