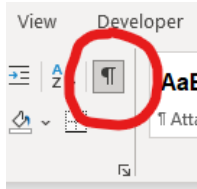


Instructions for Inserting Maps or Other Graphics

First, turn on show/hide (the paragraph mark) in the MS Word Home ribbon:



Then, place your cursor *just before* the paragraph mark below in this MS Word file and insert the figure into MS Word file:

- Only insert .jpg graphics in the MS Word file.
- Do not embed .png, .gif or other types of images; use .jpgs only.

From the MS Word ribbon:

- Insert ---> Pictures ---> Insert Picture From ---> This Device... --->
- Browse to the map/graphic jpg using the dialog box
- Click on the jpg; click "Insert"
- Resize the image as needed.
- Right click on the figure, select 'Edit Alt Text...', and add alt text for the figure. This is generally a brief description of the map.
- Save the file and close.
- If a title needs to be added to the map, do so as a caption beneath it in Arial 12 font, no italics. The name of the map must match that of the Environmental Document.