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| --- | --- |
| Type the General Contractors name here: | Big-D |
| Type the Job Name here: | National Ability Center |
| Type the Site Street here: | SeeSt in zzJobData-docx file |
| Type City here: | SeeCity in zzJobData-docx file |
| Type State & Zip here: | SeeState in zzJobData-docx file |
|  |  |
| Job Number: | **JOBNum#** |
|  |  |
| Owner: | See zzJobData-docx file |
|  |  |
| Designer: | **From zzJobData** |
|  |  |
| Code Standard 01: | **NFPA-13** |
| Code Standard 02: | **NFPA-** |

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| 1. Highlight the text to be linked by dragging over it with your cursor
2. Ctrl-C the text
3. Go to the other doc
4. From the **Edit** menu, select **Paste Special**.
5. From the **Paste Special** dialog box, select **Paste Link**.
6. You have several options after you click Paste Link, but selecting **Formatted Text (RTF)** pastes the linked text exactly as it appears in the original document.
7. Repeat this process for each of the documents you want to link to the original text document.
8. Any changes you make to the text in the original document appears in all documents where the text is linked.
9. **Warning:** Ifyou move the file containing the text, you have to re-insert an updated link to the text in all the linked documents, so it is best to consider this before you begin.
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