**MUST READ **

INSTRUCTIONS FOR SCHEDULE .XLSX

Must have Microsoft Excel 2010 or higher

FONTS
Baron Neue

http://www.dafont.com/baron-neue.font
http://fontfabric.com/baron-free-font/

** *Baron Neue* is not a standard font and must be installed on your system. Refer to character styles in .XLSX file **

TO INSERT TEXT:
1. Select cell & type.
2. Press Alt+ Enter when you want to add another line of text with in cell.

TO CHANGE TEXT STATUS:
1. Select cell with text.
2. Go to *Styles* menu and select the customized text to the character style of your choice.