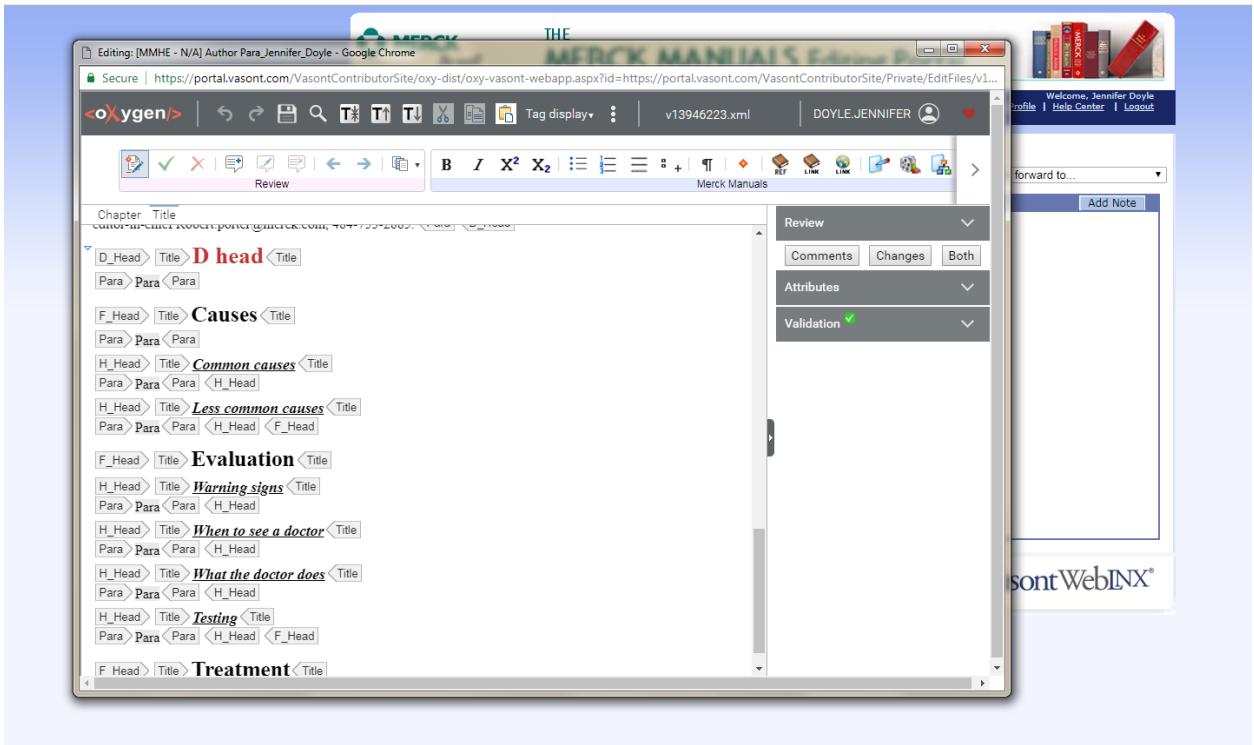
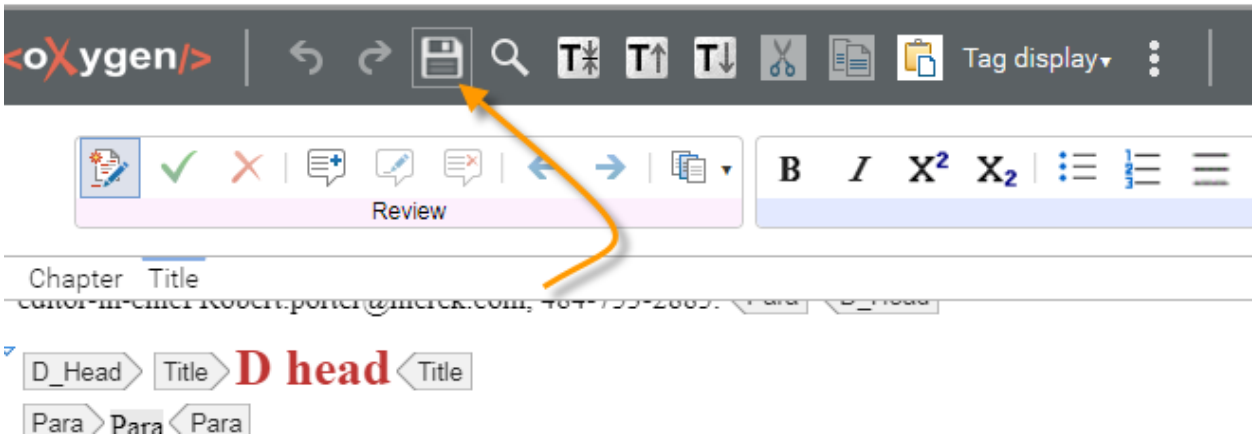


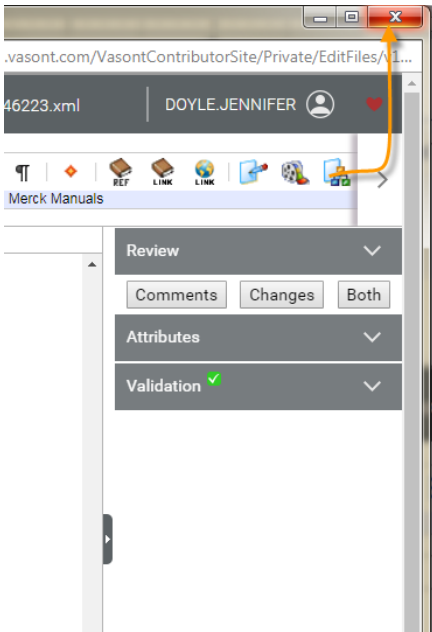
Screen 1 - This shows that the editing window sits in front of the original window.



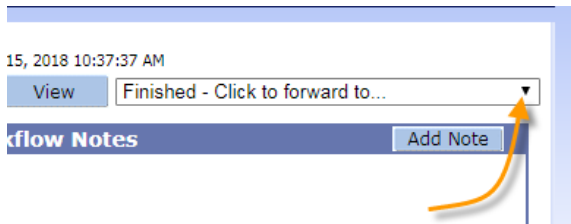
Screen 2 – Save your work.



Screen 3 – Close the editing window and you will return to the previous window where you clicked the Edit button to open the chapter.



Screen 4 – In the upper right corner beneath the blue border there is a “Finished – Click to forward to...” drop-down box with an arrow. Click the arrow and you’ll open a list containing the names of the folks to whom you can now forward the chapter. Make your selection by highlighting the desired person.



Screen 5 – A box will now appear asking if you are sure you want to assign the chapter to the person you chose on the list. There is a comment box into which you can add a note for the next person, but it is not necessary to add any comment. Click the Yes button and the chapter leaves your queue and is now in the queue of the person you chose.

