

Instructions for Completing Innovations Form

This is the form that you will need for Innovations or any other files that you are exporting to disk for Printing and Design

To Locate File

From the Desktop open the folder Trenita

Choose the file that says Mailing dispatch and Review doc.

Change any of the information that you see on the form that corresponding with what you are working on.

In Part 5. Section A. Place what files you have exported

Example DO – Domestic
 FR – Foreign
 HQ- Headquarters
 CR- NASA Centers

If you only exported for example DO and HQ then delete the other abbreviation.
Then for part B. Place the number that you exported in this section.

For Section 5C, total everything in Section 5B,

For section 5D place the total that is in section 5B on the domestic line

For Section 5E, total everything in section 5b except the domestic line in 5b

Then print form.