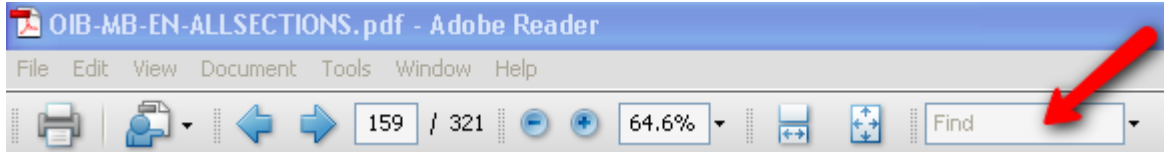


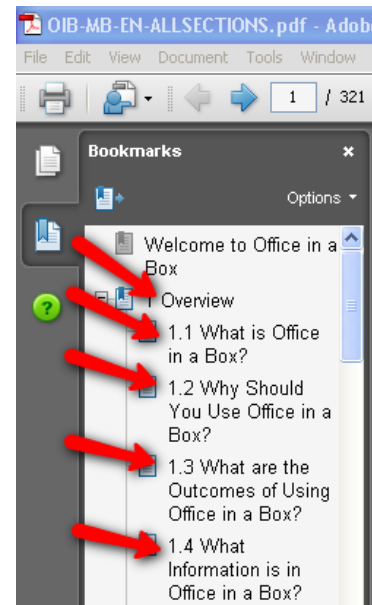
## Office in a Box User's Guide – Large interactive file

**Search** for particular words using the **Find** function:



**Navigate** through the document in a number of different ways:

- 1) Use the index at the left-hand side of your screen.  
Click on the words.



- 2) Use the small table of contents.  
Move to different sections by clicking on this:

1	Overview
2	Administrative Info
3	Constitution
4	<b>Charitable Status</b>
5	Minutes
6	Policies & Procedures
7	Financial Documents
8	Annual Returns
9	Official Tax Receipts
10	Operational Info
	Resources



- 3) Use the more detailed table of contents page at the beginning of each section.  
Move to different sub-sections by clicking on the words:

Contents	
4.1	Why are Governing Documents Important to Charities?
4.2	Notification of Registration Why keep it handy? A sample of CRA's Notification of Registration
4.3	Objects What are objects? How to find your organization's objects Model objects for charities Why use the model objects?
4.4	Where to Find More Information on Charitable Status
4.5	Folder: A Place to File Your Documents Notification of registration Objects

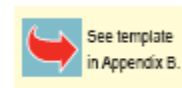
- 4) Use the menu bar at the bottom of most pages.  
Move to different sub-sections by clicking on this:



- 5) Use the section icon at the bottom of most pages.  
Move to the table of contents page for each section by clicking on this:



- 6) Use the icons. Many of the icons you see are interactive.  
Move to different areas by clicking on yellow boxes like this:



- 7) Use the linked website addresses (URLs).  
Leave the Office in a Box document and go to another website by clicking on URLs like this:  
Note: all the website addresses given are linked!



## Access the fillable, savable templates

The templates in the large, interactive file are not fillable and savable.

To access templates that you can use for your own organization, go to the website:

[www.charitycentral.ca/site/office](http://www.charitycentral.ca/site/office)

- Choose your province
- Click the + sign to expand the list
- Choose “Resources Section”
- Then click on “Templates”
- Save the zip file to your computer. It contains all the individual templates in PDF format, and some in Word format as well, so that you can add more lines where needed.

Alternately, if you received have a disc with the materials, look for the “Templates” section. Save the files to your computer.

