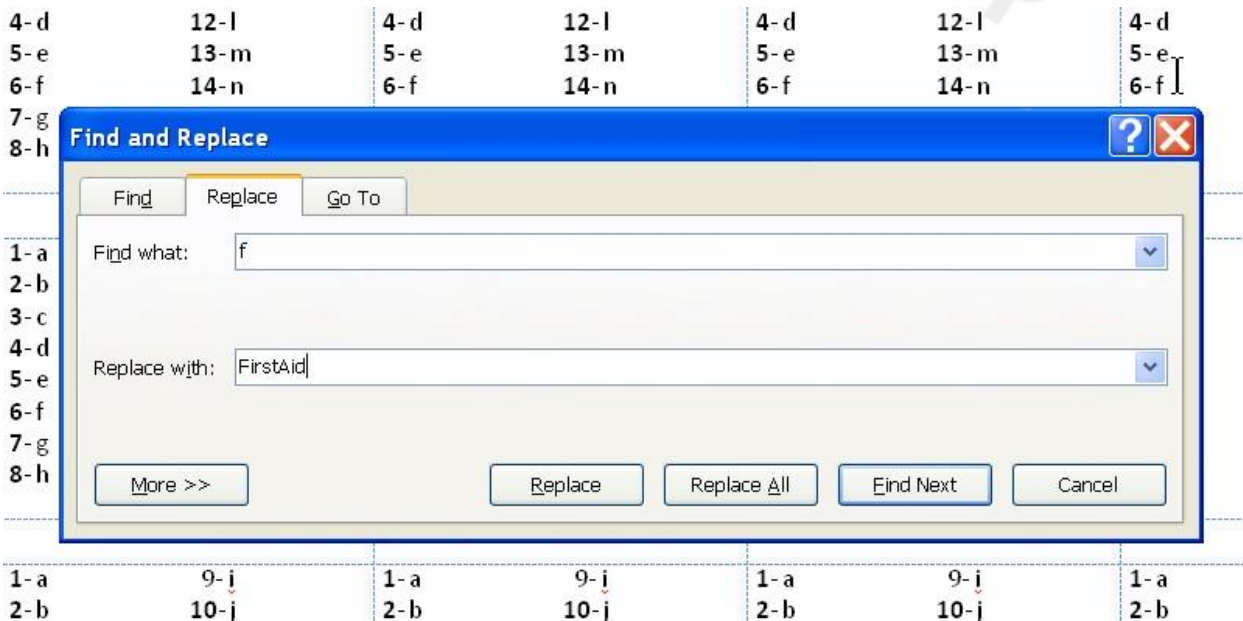


RADIO LABELING GUIDE

1. Using Microsoft Word version 1997-2010, click the “Replace” toolbar option which can be found on the Home Tab, right-hand side of Toolbar (Word 2010)
2. Once you see the **Find and Replace** window popup, enter the letter corresponding to the Radio Channel # 1-16 next to “Find what” (e.g. “a” or “b” ...)
3. Next enter the text that describes that channel like “Parking” or “FirstAid” next to “Replace with”
4. Next click the “Replace All” button to replace every channel 1-16 description for all labels on page. If you entered “f” and “FirstAid” it will replace the letter “f” on all labels with “FirstAid”.
5. Repeat for each channel as needed. Last step is to print to label sheet that includes 2” x 1.5” laser labels (**not** inkjet). We recommend using the Polyester style weatherproof laser labels which will withstand tearing, less chance to smudge ink, and removable so that it does not require extra effort to clean.

Here is an example of a screenshot* using the Find and Replace function



*screenshot from Microsoft Word 2010

Below are two links where these label can be purchased (not affiliated with these companies):

- <http://www.sheet-labels.com/labels/SL568>
- <http://www.onlinelabels.com/OL1502.htm>