

Chapter information is entered or updated using the chapter file properties as follows:

- 1) Check the page style being used is **First Page**. This page style is an *Only right* page creating the correct book format when the chapter is printed or added to a user guide.
  - a) Go **File > Properties** on the Menu bar to open the Properties dialog for the chapter being created.
    - i) Click on **Description** and enter the following information: