Standard Operating Procedure
Making an SOP

Dole & Bailey, Inc.

Implementation Date: 04/07/23

Revision Date: 04/07/23

PURPOSE : Show how to make an SOP using current apps on windows, so more SOPs can be documented

1. Every SOP should begin with the same header as above, using this template (OK to copy and paste!):

# Standard Operating Procedure
FILL SOP TITLE HERE

Dole & Bailey, Inc.
Implementation Date: XX/XX/20XX (Day SOP is being implemented)
Revision Date: XX/XX/20XX (use implementation for first version than update this date each time SOP is revised)

- **PURPOSE:** Define here who/what/where and when this SOP is to be used.

2. First every bullet needs to be a step from beginning to end as if you were teaching somebody that has just come off the street, with no experience with the software (or whatever you might be teaching them). It's very similar to the steps for a recipe when cooking, miss a step and the whole dish is ruined.

3. Briefly describe what you are going to do in the step:

    1. Open Snipping Tool

4. Now show how to do that, if there are multiple steps show a bullet and a screen shot for each one.

1. Go to search tab and type snip and Snipping Tool should show up
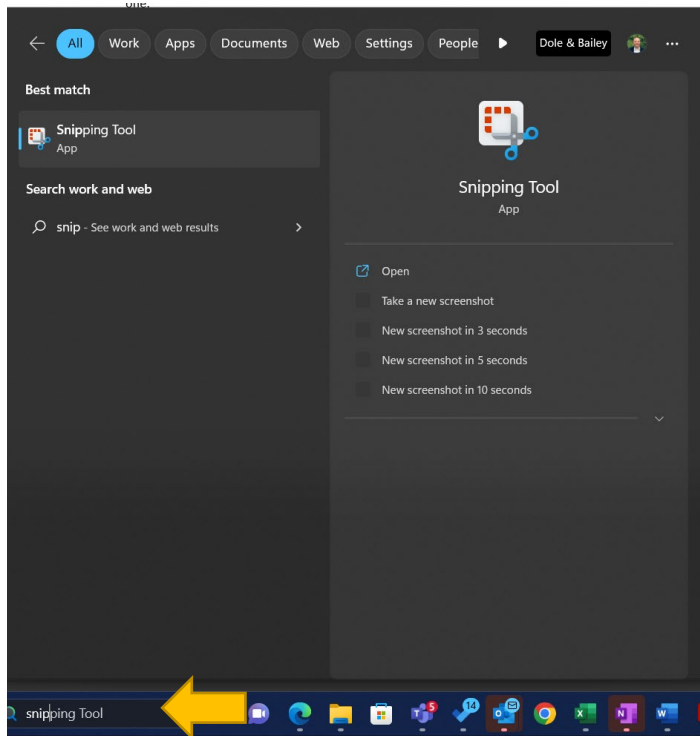
2. Next click on Snipping Tool to open the app:
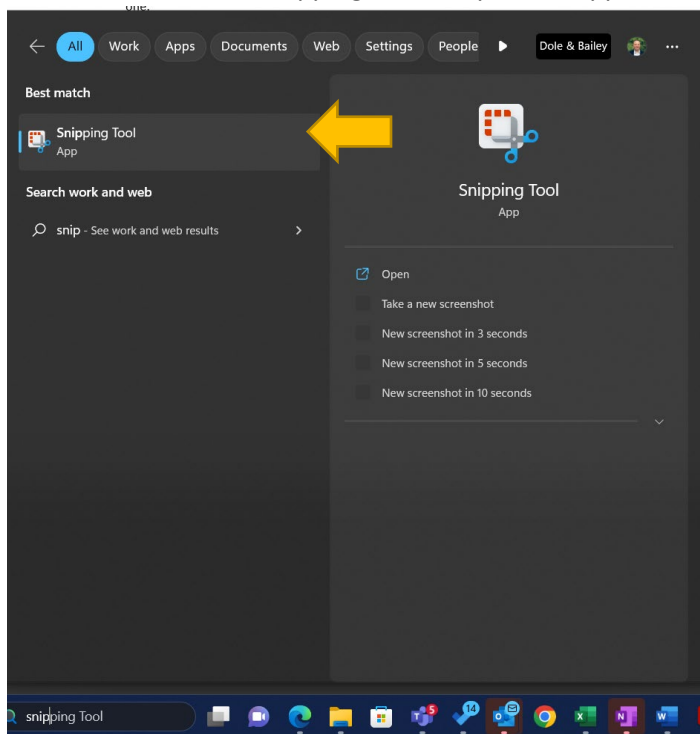
5. Now to show how to do the screenshots using the snipping tool.

6. To use the app, open to the screen you want to provide your SOP for, for this example it will be Provisions, and on the snipping tool click the [+ New] button or The Windows Logo key, shift and S all at the same time
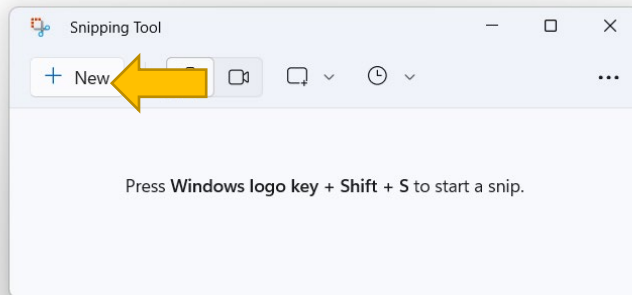

7. This makes the whole screen turn dark grey and a + will appear. Put the cross in the top left corner of what you want to capture, and **hold** down the mouse button and drag…
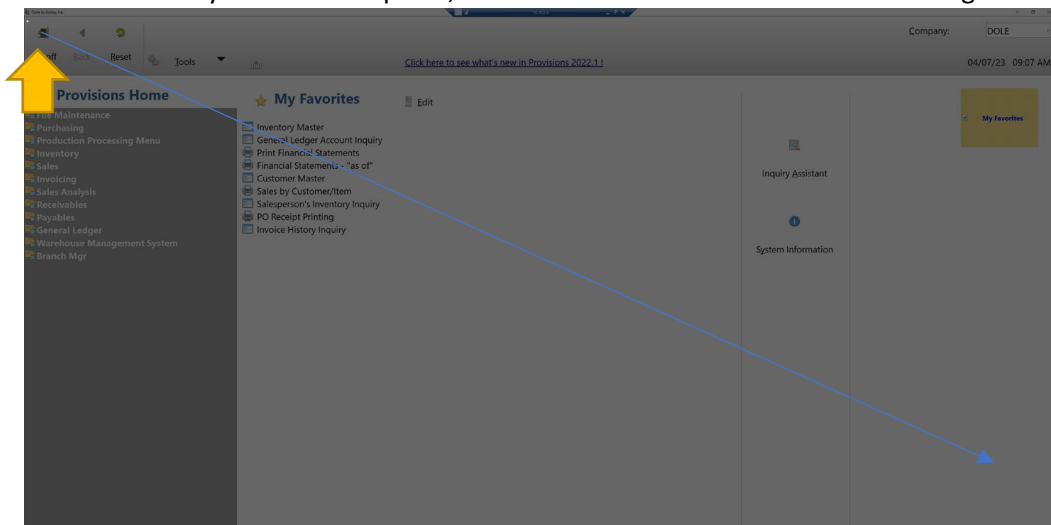

…. the mouse to the bottom right of what you want to capture creating a box around what you want to capture and then release the mouse button once everything you want is in the white box:
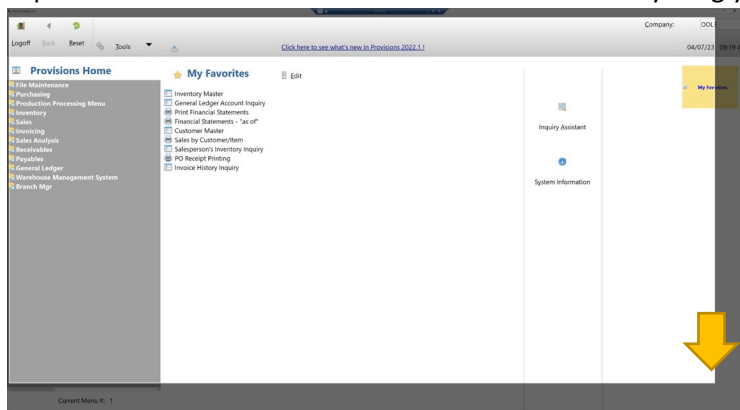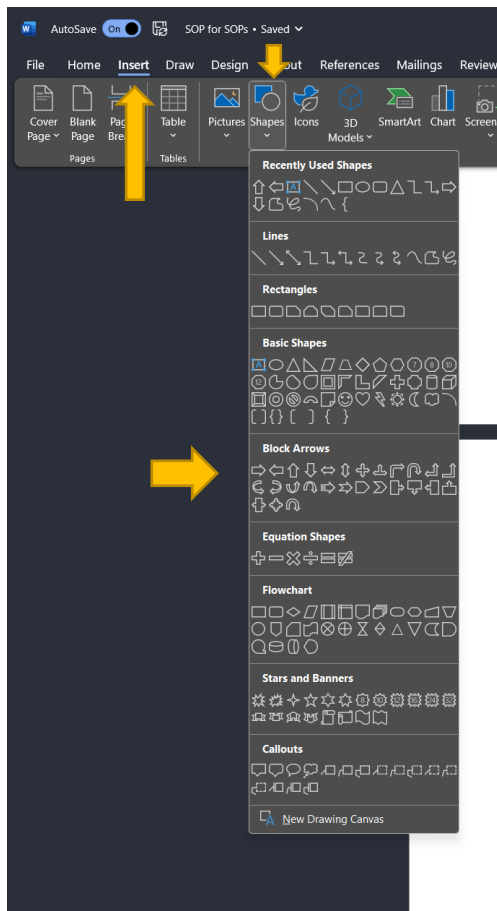
8. Now when you go back to the snipping tool app, the screen shot you just took will be there. You will now want to click the copy button, so you can paste it into your word document for one of your SOP steps:
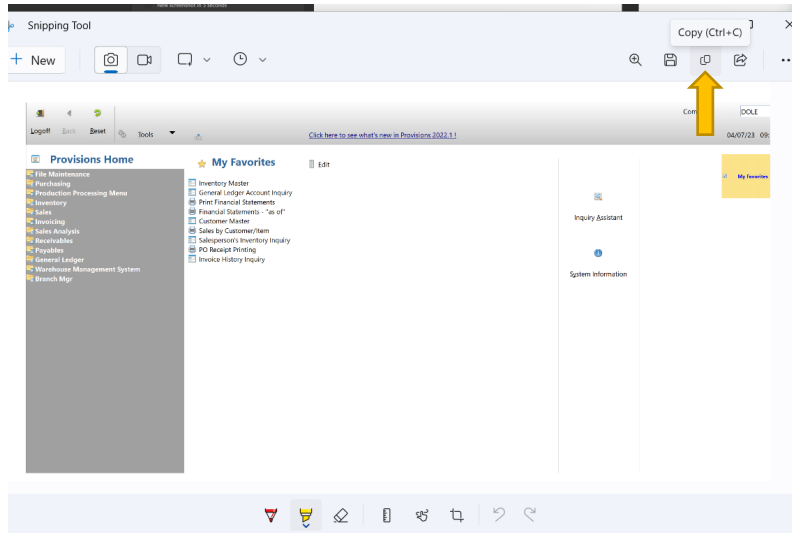
9. Right click in word and click paste and the image you captured will appear:
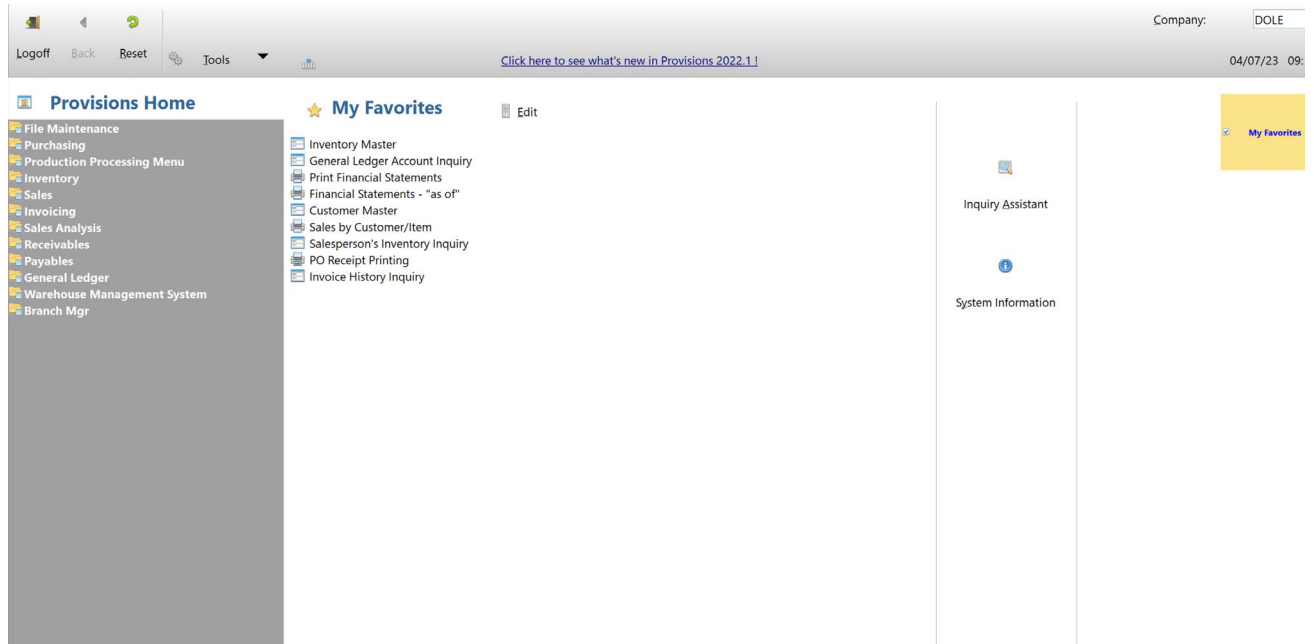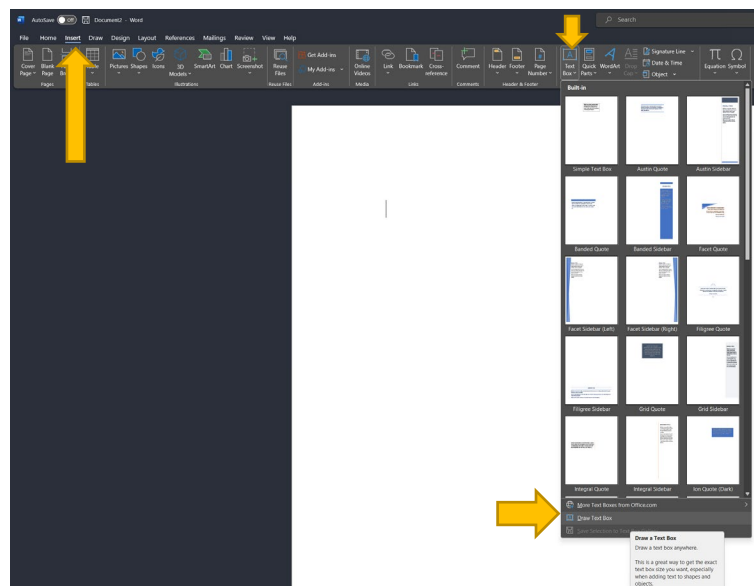
10. To add an arrow or lines use insert tab at top of word

11. Then drag the shapes where you want them on the screen, you can change their size and shape by right clicking on them
12. You can also add text to your screen shots by adding a text box also under Insert, choose "Draw Text Box":

13. To add your text make a box just like you did for snip it above on your picture, start top left and drag to bottom right, now you can type inside the box and also adjust the box size.

14. You can change the text font size and color(right click on the text) and also make the text box clear or a different color by right clicking on the text box and adjusting the settings.