**Purpose**

To provide guidance for document creation and revision, in order that all documents will conform to a standard format, be easier to use, and have a professional appearance.

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| **Templates** |
| **Document Type** | **Header** | **Footer** |
| * Policy
* Procedure
* Process
 | * Use Doc Template 1, either portrait or landscape version.
* Fill in Header Table with Document Number. (Manager will add Original Date and Revision Date)
* Remove the place holder “Document Title” in the First Page header, and add the actual Document Title, using Ariel Font Size 14, Bold
* Note that there is a different header on page 1 than on subsequent pages.
* Page one has the Full Header as above.
* Subsequent pages have only the Document Title, in Bold font, Ariel 11.
* Remove the place holder “Document Title” on subsequent pages, and insert the Document Title using Ariel Font, Size 11. This will then appear on all pages after page 1.
* Do not alter the Doc Template.
 | * When you use Doc Template 1, there will be no footer on page 1.
* You will find a footer on every page subsequent to page 1.
* This footer has the facility and department name and address, as well as the number of pages in the format page \_\_ of \_\_ .
* Do not alter this footer.
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| * Form
 | * Use Form Template 1, either portrait or landscape version.
* Form Title is inserted below the header and is not part of the header.
* Use Ariel Font, Size 14 Bold for Form Title
 | * Form Template has the Form Number and version, and month of version implementation in the footer.
* Use the format: F 0000, Version 1.0, *Month, Year*
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| **Font** |
| Arial Style is used for all documents | * Document Title in First Page Header, Font size 14 Bold
* Document Title in Subsequent Page Header, Font size 11 Bold
* Footer, Size 11 not bold
* Document Body: Ariel 11 not bold
* Sub-headers may be bolded.
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| **Purpose****(Required)** | * The purpose of the document should be a simple statement of the intention, or what the subject is.
* It may just restate the title.
* If necessary there may be bullets for multiple purpose details, which follow the bullet guidelines below.
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| **Policy Statement****(Optional)** | * If present, will emphasize the policy which supports the information in the document.
* If necessary there may be bullets for multiple policy details, which follow the bullet guidelines below.
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| **Background****(Optional)** | * If present, will give pertinent information in summary form.
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|  **Formats** **(All use Ariel Font Size 11)** | **Document Types Available for that Format** |
| 2 Column TableColumn Headers are Left-Justified, and Bolded.* Role
* Responsibility
 | * Policy
* Process
 |
| 3 Column Table* Column Headers are Left-Justified, Bolded.
* Step
* Number 1,2,3, etc.
* Action
* Related Documents
 | * Policy
* Process
* Procedure
 |
| Flow Chart* Visio Basic Flow Charts
 | * Process
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| Form | Can be created in WORD or EXCEL formats. |
| **Bullets**  | * First Point
* Detail
* Sub-detail, if needed.
* Bullets use indentation format below.
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| **Indentations** | * First Point indent 0.25
* Detail Point indentation under First Digit of First point.
* Sub-detail indentation under First Digit of Detail point.
 |
| **References** | * Left Justified, above the footer of the last page of the document
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