**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. |
| * 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* |
| **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. |
| **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. |
| **Background**  **(Optional)** | * If present, will give pertinent information in summary form. |
| **Formats**  **(All use Ariel Font Size 11)** | **Document Types Available for that Format** |
| 2 Column Table  Column 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 |
| Form | Can be created in WORD or EXCEL formats. |
| **Bullets** | * First Point * Detail * Sub-detail, if needed. * Bullets use indentation format below. |
| **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 |