Template Style Guide

Content Owner: ERP/EAS Documentation Committee

Overview

This document serves to provide some basic rules to follow in order to create consistent and professional looking documentation. This document also serves as a visual sample of what a document will look like when using the General Word Template.

Table of Contents

Document Organization Logic

Structured Writing and Information Mapping

Our documentation and template designs are based around the principals of Structured Writing (or Structured Authoring) and Information Mapping. This is a publishing workflow in which you define and enforce a consistent method of organizing information contained in documentation. The intent of our template design is to achieve the following goals:

- Separate information into smaller, logical, pieces

- Group similar pieces of information into single subjects

- Label each piece of information so that it clearly identifies its content

- Consistently use terminology, organization, formatting and sequencing of content

- Organize, structure, and label information so those who need detail can find it easily, while those who don't can skip it easily

- Use images within the text to emphasize or add clarity to content

In an effort to maintain consistency without the use of an editor, all of the fonts and table styles are locked and should only be changed with a request to the documentation committee. This document will also review the intended use of each component in an effort to maintain a consistent structure no matter the author.

Table of Contents

The table of contents is configured to automatically identify each "Subject Title", "Section Title", and "Sub Section Title" in your document. The only action required is to right click on the table of contents when done writing, and select "update table" (or "Update Field") and then "update entire table".

Using the DH Styles

Document Title

The first level of document organization is the title of the document. It should be clear and concise what the document should contain and pertain to. There is text in place that can be edited to update the title of your document and no additional use of this style should be required.

Note: The information you type into the document title and content owner are automatically updated in the header of the document. This may not function on older versions of MS Word.

Headers

All headers also have a version that will not be automatically gathered in the table of contents when used. These styles will have **"(No ToC)"** included in their name. Use of these styles is entirely circumstantial and not recommended for general use. H2 and H3 level headers also have a **"(0 Lead)"** variation that does not have extra space above it. This style is used when it immediately follows a higher layer heading. For example, when an H2 header immediately follows an H1, you would use the "(0 Lead)" version of the H2 header. The same applies when an H3 header is immediately after an H2.

About H1 Subject Title

This style is intended to be the first layer for organizing content in your document. It should be used to identify and categorize the largest pieces of information. The very large orange font you see in this document uses this style. Depending on the context of your document, the Subject Title can be followed by Section Title (0 Lead), or Body Text. It should never be immediately followed by Sub Section Title or any form of lists.

About H2 Section Title

You may find that a particular subject needs to be broken down into two or more smaller pieces. Use this style to create that second layer of content organization. It can be identified as the large red font above. A Section Title can be followed by either Sub Section Title (0 Lead) or Body Text. It should never be immediately followed by a Subject Title or lists.

About H3 Sub Section Title

In some situations, you may find that information contained within a Section Title can be further broken down into two or more smaller pieces. Use this style to break that information down into those smaller pieces and create a third layer of content organization. This style can be identified as a larger dark grey font that is smaller than the other two heading styles. A Sub Section Title should only ever be followed by Body Text. This style should never be immediately followed by other headers or lists.

Body Text

This is the basic font used for the majority of your content. Body Text can follow any layer of heading and, except in a few scenarios, will generally precede most Headings. This style is also designed so that pressing enter once creates sufficient space between paragraphs.

Using Images

When inserting an image in line with the content of your document, use the Image style. This style adds additional space before and after the image to create a consistent amount of space for any image in any document. Example below:

This is sample text to provide an example for the amount of space created after using the Image style.

Using Lists

List items are broken down into two categories, Alpha/Numeric and Dotted. When using lists, they should be brief points of one to two sentences. Avoid using lists as large paragraphs or having an entire page of lists. When every item has a Dot, then essentially none of them do.

Dotted

You should always have some form of Body Text, before your dotted lists, which should explain what it is that you are listing out. Dotted lists should never immediately follow a Section Title or Sub Section title. Dotted lists should always be short and concise, and never be the main form of text for your document. If you absolutely must have lengthy text, use bold to highlight important points in them.

- Sample text sample text **sample text** sample text sample text sample text sample text.
  - Sample text sample text sample text sample text sample text
  - Sample text sample text sample text sample text sample text
- Sample text sample text sample text **sample text** sample text sample text sample text sample text sample text sample text
  - Sample text sample text sample text sample text sample text sample text sample text
    - Sample text sample text sample text sample text sample text sample text
    - Sample text sample text sample text sample text sample text
  - Sample text sample text **sample text** sample text sample text sample text sample text sample text sample text sample text

Alpha Numeric

Just like dotted lists, you should always have Body Text before your Alpha or Numeric lists that explain what it is that you're listing. Alpha/Numeric lists should never follow a Section Title or Sub Section Title. This list format changes from alpha to numeric as you switch between tiers so that the contents are more obviously separated. Use bold to highlight important points if a list item must be lengthy.

1) Sample text sample text sample text **sample text** sample text sample text sample text
   a) Sample text sample text sample text sample text sample text sample text sample text
   b) Sample text sample text sample text sample text sample text sample text sample text
      I. Sample text sample text sample text sample text sample text sample text
      II. Sample text sample text sample text sample text sample text sample text
   c) Sample text sample text sample text sample text sample text sample text sample text
2) Sample text sample text **sample text** sample text sample text sample text sample text

Using Bold

There are three options available to bold an item. The choices are **Black**, **Grey**, and **Red**. Black and Grey can be used to put a slight emphasis on a particular word or phrase as needed. This can work particularly well when combined with lists. For items that need extreme emphasis, there is a bolded red option available. Avoid overusing this as it loses its impact when overdone.

Using Tables

How to Add Tables

There are three table styles ranging across four different color options for a total of twelve different table choices. In order to access them, click on the "Insert" tab, click on the "Table" drop down, select "Quick Tables", and then scroll down until you see the Dignity Health Styles. There are a variety of scenarios in which you may need or want to use one of these tables. The table with the grey header should be used in most situations. If needing to draw attention to a very specific topic, then the orange, red, or blue table should be used. Below are examples of each table style.

Sample Table 1.1

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 1.2

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 1.3

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 2.1

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 2.2

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 2.3

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 3.1

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 3.2

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 3.3

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 4.1

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 4.2

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 4.3

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 5.1

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 5.2

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Sample Table 5.3

Column 1	Column 2	Column 3
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text
Sample text	Sample text	Sample text

Document Revision History

Date	Description of Change	Author
10/21/19	Document Creation	Kelby Shelton