Template Instructions

1. For each company/website, start by updating the template files with the names/URLs *(might already be done)*
   1. Go to the main spreadsheet [linked here](https://docs.google.com/spreadsheets/d/1jaki362E3ET-Vj0K--75979hlzC-65QR0lGrIqqylu4/edit?usp=sharing) to lookup the URLs for the ToS and Privacy Policy *(in columns H and I respectively)*
   2. Open both plaintext files *("X\_Terms\_of\_Service.txt" and "X\_Privacy\_Policy.txt")* files with the same website/company name, then copy/paste the ToS and PP URLs from the spreadsheet into the header line of both, after **"From:"**
   3. Also paste the URLs into the header of both Word-format template files *("X\_Terms\_of\_Service.docx" and "X\_Privacy\_Policy.docx")*
   4. Update the **"Date Accessed"** fields as needed to mark the policy version, just in case the online policy is updated in the near future
   5. Double-check the filenames, dates, and URLs, then save all 4 files for the company/website
2. Go to the webpage from the URL above, open any collapsed sections, then click and drag to select the entire Policy text *(but don't include top/bottom toolbar navigation elements or icons)*, and right-click to copy it *(or just press Ctrl-C)*.
3. First, right-click to paste the policy text into the corresponding plaintext file, starting on line 7 after the initially empty **"Embedded Hyperlinks Used:"** section
   1. There's a certain Firefox plugin I've been using to instantly extract said hyperlink URLs from selected webpage text, but I can easily go back and fill in that part later, so don't worry about it for now.



1. In this file, right-click the line after the … below and select "Keep Source Formatting" under "**Paste Options:**" to make sure the text content is similarly readable as the webpage *(Note: this step is important)*.
2. If the text gets messed up when pasting, try going to the same URL in a different browser, and copy/pasting from there *(Chrome \*usually\* keeps the copy/pasted text's font formatting closest to the original, but Firefox is better at auto-formatting tables and other weird spacing found in some policies).*
3. Please try to clean up the pasted text's formatting as needed to make it easily readable *(i.e. add/remove empty spacing lines between sections or paragraphs).*
4. When you're finished making this document consistent/presentable, double-check the filenames, dates, and URLs again, delete these instructions, then save all 4 final file versions.
5. **Note:** don't forget to close the files for the company/website before moving on to the next one, to reduce the chances of accidentally over-writing the previous file data *(I've done that too many times already).*

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