

SharePoint Wiki-based Style Guide

Reference Guide

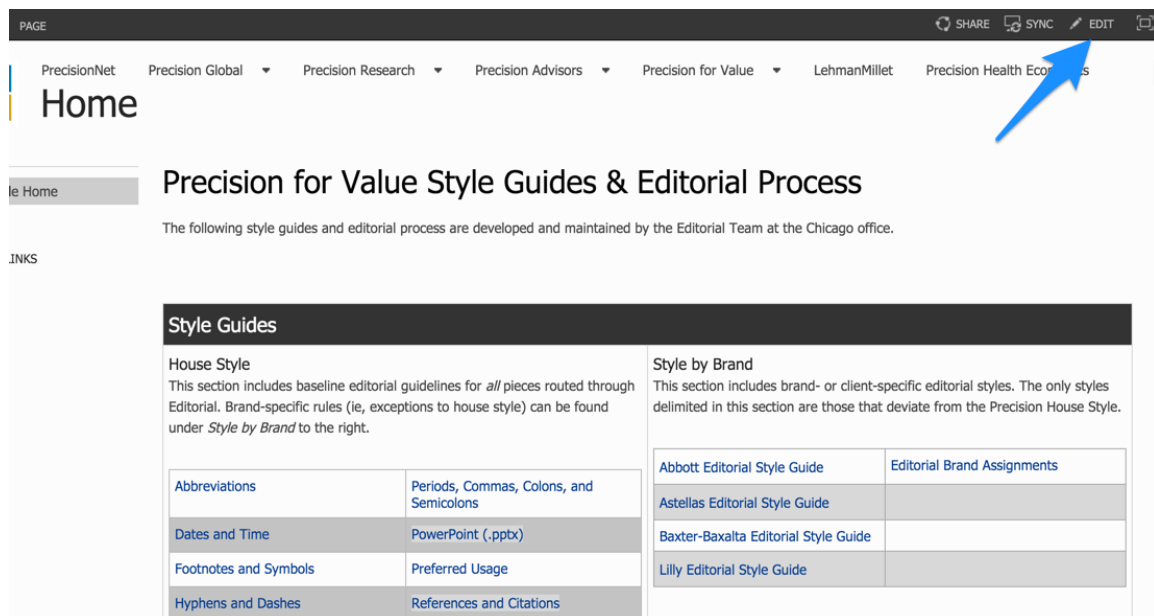
Style Guide URL: <https://portal.precisionformedicine.com/njnycchicago/Style%20Guides/Home.aspx>

1. Logging In

When accessing the site, you will be asked to log in with your P4V credentials. Keep in mind that these credentials are *the same as your Outlook credentials, not SocialBridge*. Everyone on the Editorial team has both read and write access to all pages in the Style Guide site collection.

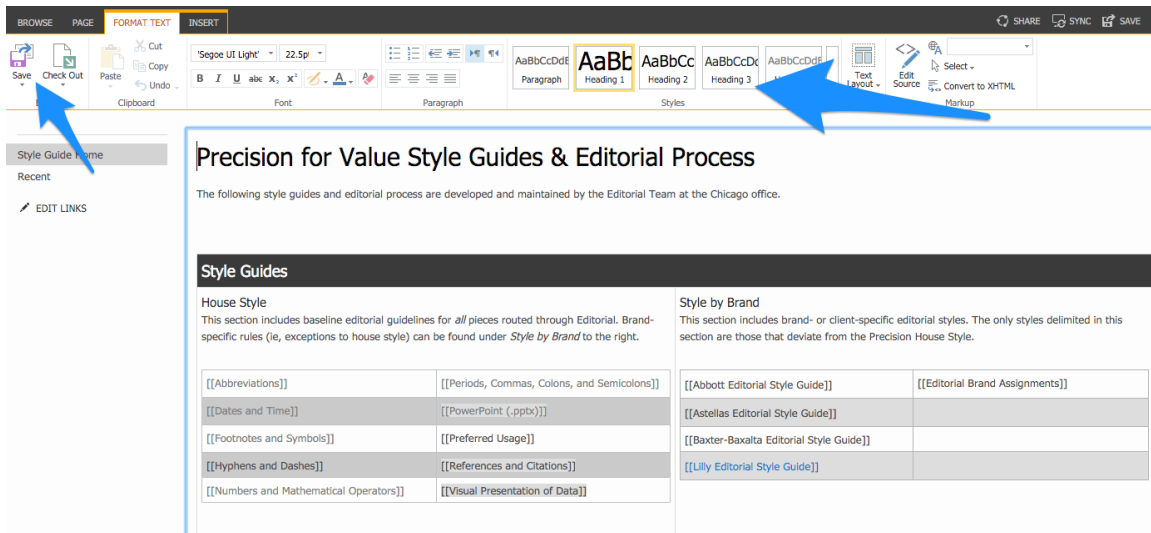
2. Creating New Pages

New pages should be reserved for the homepage of the wiki style guide, although they can be created anywhere within the site. The easiest way to create a new page is to go to the [home](#) of the style guide, select “Edit” from the upper right corner of the page.



The screenshot shows the SharePoint Wiki-based Style Guide homepage. At the top, there is a navigation bar with links to PrecisionNet, Precision Global, Precision Research, Precision Advisors, Precision for Value, LehmanMillet, and Precision Health Economics. Below this is a header section with the title "Home". The main content area is titled "Precision for Value Style Guides & Editorial Process". Below this title, there is a paragraph stating: "The following style guides and editorial process are developed and maintained by the Editorial Team at the Chicago office." Below this paragraph, there is a table titled "Style Guides". The table has two columns: "House Style" and "Style by Brand". The "House Style" column contains a table with links to various style guides: Abbreviations, Dates and Time, Footnotes and Symbols, Hyphens and Dashes, Periods, Commas, Colons, and Semicolons, PowerPoint (.pptx), Preferred Usage, and References and Citations. The "Style by Brand" column contains a table with links to various style guides: Abbott Editorial Style Guide, Astellas Editorial Style Guide, Baxter-Baxalta Editorial Style Guide, and Lilly Editorial Style Guide. A blue arrow points to the "EDIT" button in the top right corner of the page.

| Style Guides | | | | | | | | | | | | | | | | | |
|---|---|---|--------------------------------|------------------------------------|---------------------------------------|---------------------------------|------------------------------------|--|---|--|---|--|--|--|--|---|--|
| House Style This section includes baseline editorial guidelines for <i>all</i> pieces routed through Editorial. Brand-specific rules (ie, exceptions to house style) can be found under <i>Style by Brand</i> to the right. | Style by Brand This section includes brand- or client-specific editorial styles. The only styles delimited in this section are those that deviate from the Precision House Style. | | | | | | | | | | | | | | | | |
| <table border="1"><tbody><tr><td>Abbreviations</td><td>Periods, Commas, Colons, and Semicolons</td></tr><tr><td>Dates and Time</td><td>PowerPoint (.pptx)</td></tr><tr><td>Footnotes and Symbols</td><td>Preferred Usage</td></tr><tr><td>Hyphens and Dashes</td><td>References and Citations</td></tr></tbody></table> | Abbreviations | Periods, Commas, Colons, and Semicolons | Dates and Time | PowerPoint (.pptx) | Footnotes and Symbols | Preferred Usage | Hyphens and Dashes | References and Citations | <table border="1"><tbody><tr><td>Abbott Editorial Style Guide</td><td>Editorial Brand Assignments</td></tr><tr><td>Astellas Editorial Style Guide</td><td></td></tr><tr><td>Baxter-Baxalta Editorial Style Guide</td><td></td></tr><tr><td>Lilly Editorial Style Guide</td><td></td></tr></tbody></table> | Abbott Editorial Style Guide | Editorial Brand Assignments | Astellas Editorial Style Guide | | Baxter-Baxalta Editorial Style Guide | | Lilly Editorial Style Guide | |
| Abbreviations | Periods, Commas, Colons, and Semicolons | | | | | | | | | | | | | | | | |
| Dates and Time | PowerPoint (.pptx) | | | | | | | | | | | | | | | | |
| Footnotes and Symbols | Preferred Usage | | | | | | | | | | | | | | | | |
| Hyphens and Dashes | References and Citations | | | | | | | | | | | | | | | | |
| Abbott Editorial Style Guide | Editorial Brand Assignments | | | | | | | | | | | | | | | | |
| Astellas Editorial Style Guide | | | | | | | | | | | | | | | | | |
| Baxter-Baxalta Editorial Style Guide | | | | | | | | | | | | | | | | | |
| Lilly Editorial Style Guide | | | | | | | | | | | | | | | | | |

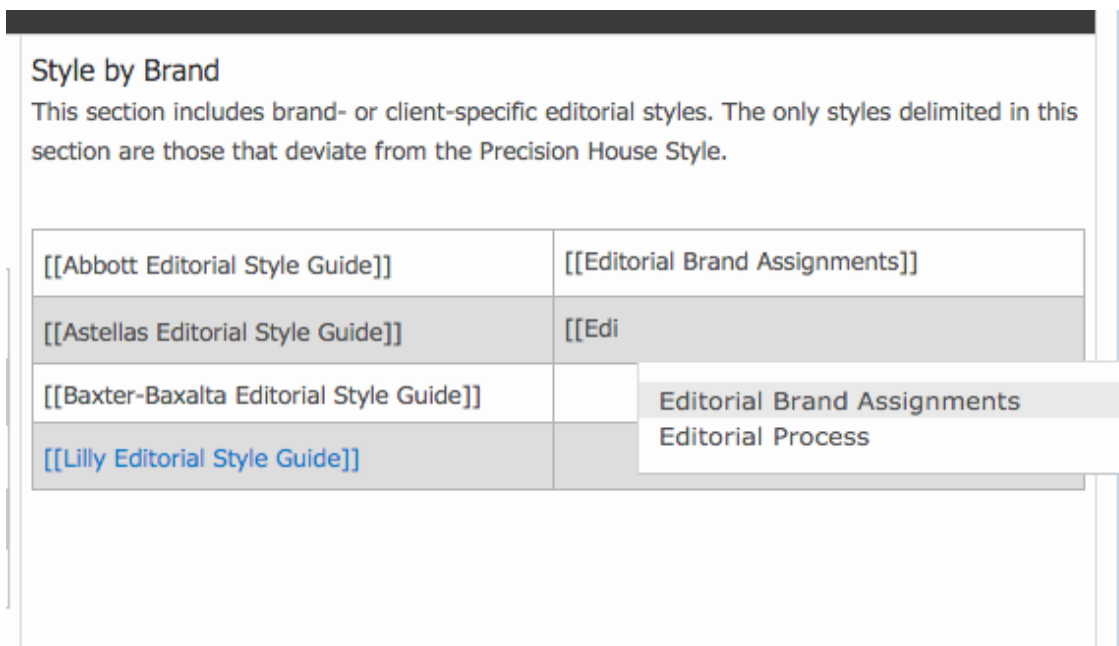


This will bring up a ribbon on the top menu of the page. You will notice the similarities between this ribbon and the ribbon you see in all MS Office products.

You can now edit the page the same way that you would any other Word document. Note the styles selection (ie, paragraph, heading, title, etc) that you should use to create consistent headings across the entire style guide.

To create a new page, place your cursor where you would like to call out the link for the page you are going to create. The SharePoint wiki comes with a double-bracket shorthand ("[[]]") that has two main functions:

1. Create placeholders for new pages
2. Bring up automatic hyperlinks for pages that have already been created for the wiki.



Once you begin typing the first set of double brackets, you may notice that a small dropdown auto-populates under your cursor. This just means that you are typing letters similar to a page that already exists. We can demonstrate this by creating a new page called “Editorial Challenges.”

This is a feature that allows you to make connections to existing pages in running text, but we will get to that momentarily. Once you create a page title

Style by Brand

This section includes brand- or client-specific editorial styles. The only styles delimited in this section are those that deviate from the Precision House Style.

| | |
|--|---|
| [[Abbott Editorial Style Guide]] | [[Editorial Brand Assignments]] |
| [[Astellas Editorial Style Guide]] | [[Editorial Ch |
| [[Baxter-Baxo | Item does not exist. |
| [[Lilly Editorial Style Guide]] | |

that no longer exists, you will see an “Item Does Not Exist” under your cursor. Once you’ve finished titling your page, you can press “Save” in the top left corner of the ribbon. You will notice that your new page is now part of the homepage for the style guide, but unlike the other pages, your title will be underlined.

By clicking on the underlined title, you’ll be given a modal asking if you’d like to create a new page. Select “Create.”

You will then be brought to a new blank wiki page with the editing feature *already activated* so that you can begin adding content to your new page.

Add a page

The page 'Editorial Challenges' does not exist. Do you want to create it?

Find it at <https://portal.precisionformedicine.com/njnycchicago/Style Guides/Editorial-Challenges.aspx>

CreateCancel

| | | | |
|------|---|--------------------------------------|----------------|
| | Periods, Commas, Colons, and Semicolons | Abbott Editorial Style Guide | Editorial Bran |
| | PowerPoint (.pptx) | Astellas Editorial Style Guide | Editorial Chal |
| ools | Preferred Usage | Baxter-Baxalta Editorial Style Guide | |

3. Cross-Referencing Existing Pages

You can use the same double-bracket shorthand for creating pages to reference existing pages. Going back to the “Editorial Challenges” page we created on the homepage of the Style Guide, let’s look at how we would make an inline reference to the house style for abbreviations. Again, start typing a double brackets and a list should auto-populate under your cursor. Just typing “Abbreviations” will bring a hyperlink to the “Abbreviations” page in the house style section of the site.

Yada yada yada, here is some text about using [[Abb

Abbott Editorial Style Guide

Abbreviations

You can then select the matching wiki page, which will complete the reference title. Complete the link by adding double brackets to the end of the link title. When you save your page, you will now have a link to the “Abbreviations” page in the running text of your “Editorial Challenges” wiki page.

Editorial Challenges

Yada yada yada, here is some text about using **Abbreviations**

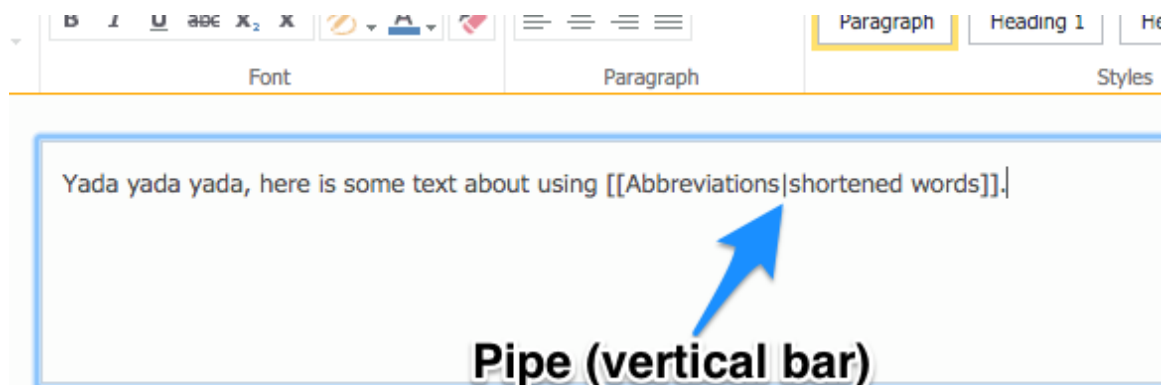
allenges

page

NOTE: The bold weighting of the hyperlink in the above screenshot was manually added and does not represent the end styling you will see when creating links. You can test whether the link was made by hovering your cursor over the link’s title.

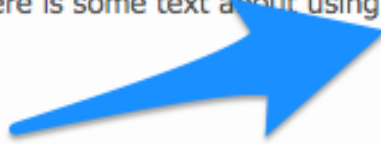
What if you want to reference the link in running text but do not want to use the link’s page title?

Using this same example of “Editorial Challenges,” let’s say we want to link to the “Abbreviations” page in the house style section of the site, but the text we want to display is actually “shortened words.” The wiki provides an easy workaround for this use case by allowing you to change the display text with the use of a pipe (vertical bar) after the link title.



ial Challenges

Yada yada yada, here is some text about using **shortened words**.

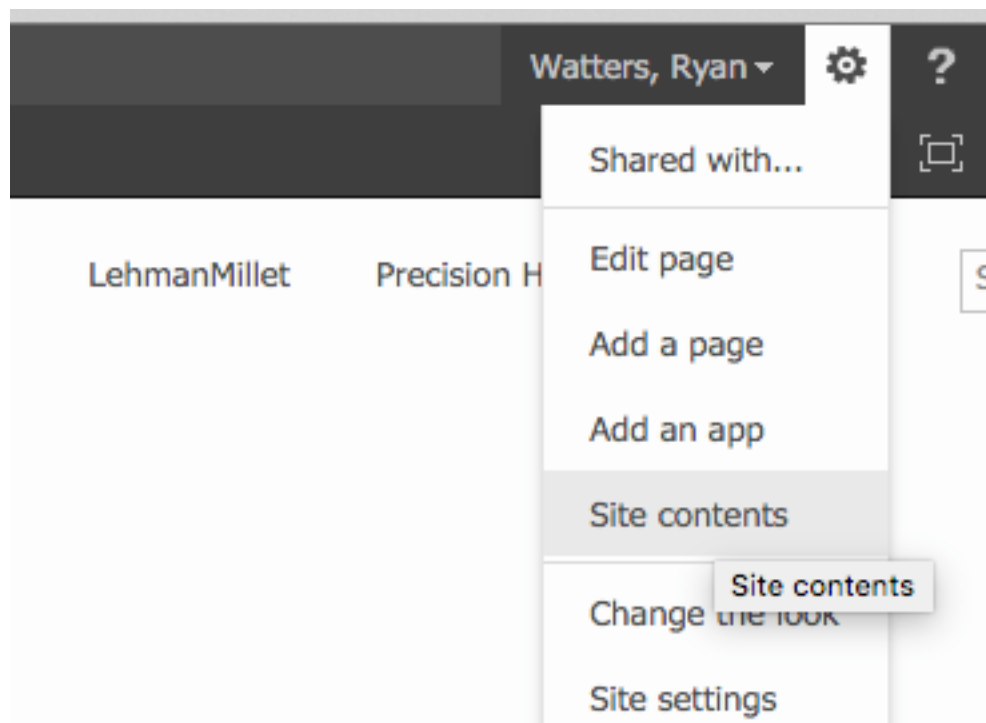


NOTE: Link intentionally bold for demonstration only.

You will now notice that the same link (ie, a link to “Abbreviations”) has been created, but the displayed text can be set to anything that you would like in running text.

4. Using the “Editorial Documents” Library

The style guide is only one component (technically a “library”) of a larger SharePoint site. To manage the other components of this site, you can see all

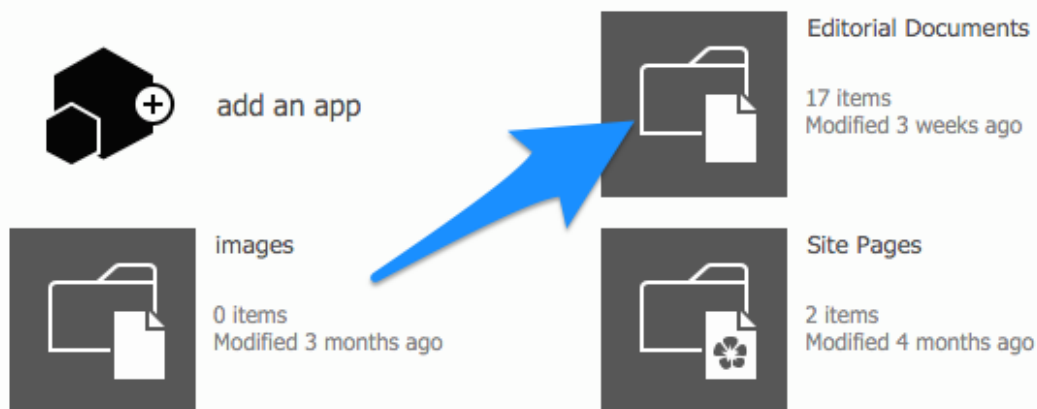


site contents at a glance by selecting the gear at the top right of the page and selecting “Site Contents.”

You can then select the “Editorial Documents” library by clicking on the folder with the same name in the “Site Contents” screen.

Intents

Lists, Libraries, and other Apps



Subsites

You will then be brought to what is called the “Default view” of this document library. The default view has been set up to show the custom metadata for Editorial documents.

| | | | | | | |
|--|---|-----------------------|--------------------|---------------------|---------------|----------------------------|
| PrecisionNet | Precision Global | Precision Research | Precision Advisors | Precision for Value | LehmanMillet | Precision Health Economics |
| Editorial Documents | | | | | | |
| me ⊕ new document or drag files here | | | | | | |
| All Documents Public View for Style Guide Showing-Dane ... | | | | | | |
| ✓ | Title | Name | | Modified | Modified By | Revised Date |
| | Astellas MAP Training | astellas-map-training | ... | November 16 | Watters, Ryan | 11/1/2015 |
| | Cialis Important Safety Information | cialis-isi | ... | November 16 | Watters, Ryan | 10/1/2015 |
| | Cialis Prescribing Information | cialis-pi | ... | November 16 | Watters, Ryan | 9/1/2015 |
| | Cialis Select Important Safety Information | cialis-sisi | ... | November 16 | Watters, Ryan | 10/1/2015 |
| | Cresemba Core Visual Aid | cresemba-cva | ... | November 16 | Watters, Ryan | 8/11/2015 |
| | Cresemba Important Safety Information | cresemba-isi | ... | November 16 | Watters, Ryan | 3/1/2015 |
| | Cresemba Prescribing Information | cresemba-pi | ... | November 16 | Watters, Ryan | 3/4/2015 |
| | Gammagard Liquid Important Risk Information | gammagardliquid-iri | ... | November 16 | Watters, Ryan | 5/1/2014 |
| | Gammagard Liquid Prescribing Information | gammagardliquid-pi | ... | November 16 | Watters, Ryan | 9/1/2013 |
| | Gammagard SD Important Risk Information | gammagardsd-iri | ... | November 16 | Watters, Ryan | 10/1/2014 |
| | Gammagard SD Prescribing Information | gammagardsd-pi | ... | November 16 | Watters, Ryan | 9/1/2013 |
| | HyQvia Core Visual Aid | hyqvia-cva | ... | November 18 | Watters, Ryan | 9/1/2014 |

The metadata for this document library is very simple and includes the following columns, each of which is a chunk of metadata that will be associated with the document:

1. **Title:** Note that “Title” and “Name” are two very different pieces of metadata. The title of the document is what you would expect to see at the top of the first page of the document once you have it open on your desktop.
2. **Name:** This is the *filename* of the document. The following conventions are used for naming documents. Note that you *do not want to include initials, dates, etc on the filename itself*. Keeping filenames consistent will allow you to drag and drop future versions into the document and replace the previous version. By changing the document name, you will create a versioning nightmare. Updates can be added as separate metadata under the “Revised Date” column.
 - cialis-isi.pdf
 - cresemba-cva.pdf
 - gammagardliquid-pi.pdf
 - hyqvia-cva.pdf
3. **Modified:** This is maintained by the system and will show the last time the document was modified, added, or replaced.
4. **Modified By:** This is maintained by the system and is linked to login credentials (ie, the active directory) and shows the person who last modified, added, or replaced the content.
5. **Revised Date:** This allows for manually changing a revision/update date for a particular document. This also tells the user whether the document is outdated. It can be set manually when replacing or adding documents (see **Adding Documents to the “Editorial Documents” library**).
6. **Document Category:** This is another customized set of metadata used only in the Editorial Documents library. These are the following options:
 - Government or regulatory
 - PI
 - CVA
 - ISI or IRI
 - Reference
 - SISI or SIRI
 - Sprinkles or Snippets
 - Training