# Workday Knowledge Style Guide

Use the following styles when creating, updating Workday knowledge articles. Most of the WD KAs will follow Digital Services formatting.

**Rise WD Graphical user interface, application, Word

Description automatically generatedQuick Formatting Tips**

**Graphical user interface, application, Word

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**Workday Formatting Basics Course:**

The following course will give quick tips on how to edit and create WD knowledge articles. <https://rise.articulate.com/share/uk10qt0j74gJHebqctxWrtZiXQtMFKYJ#/>

Topics include:

Graphical user interface, text, application, email

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***Note****: copying and pasting into ServiceNow may result in your images or formatting altering. Keep the end users experience in mind when viewing the display, specifically with images. You may have to use the Servicenow Code View to modify the display.*

***A picture containing text, furniture, screenshot, chest of drawers

Description automatically generated***

**Workday: Title Sample WD KA Word Template**

**Steps**

From the homepage:

* Click your profile picture.
* Click **View Profile**.

Graphical user interface, application

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* Click **Actions**.

Graphical user interface, application

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* Click **View All**.

Graphical user interface, application

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* Click **Edit**.

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* Enter the new **Mail Code**.
* Click **OK**.

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