Comprehensive Template Guidance

Helpful Internal Documents

- **For developing meta elements:** [SEO Best Practices](#)
- **For interlinking:** [Internal Linking Process Guide](#)
- **For WordPress questions:** [WordPress Overview](#)

General Template Directions

- Information in *italics* is instructional for the content-development process and should be deleted while writing.

- Information in [brackets] should be updated/customized to meet the needs of the page. Writer should remove green highlight when updated.

- Headings in blue are optional or more customizable (see details in section guidance).

- Expandable H6 ◆*Content Guidance* sections are at the start of each section. These have notes for writing and general information. They are directly above the relevant heading.
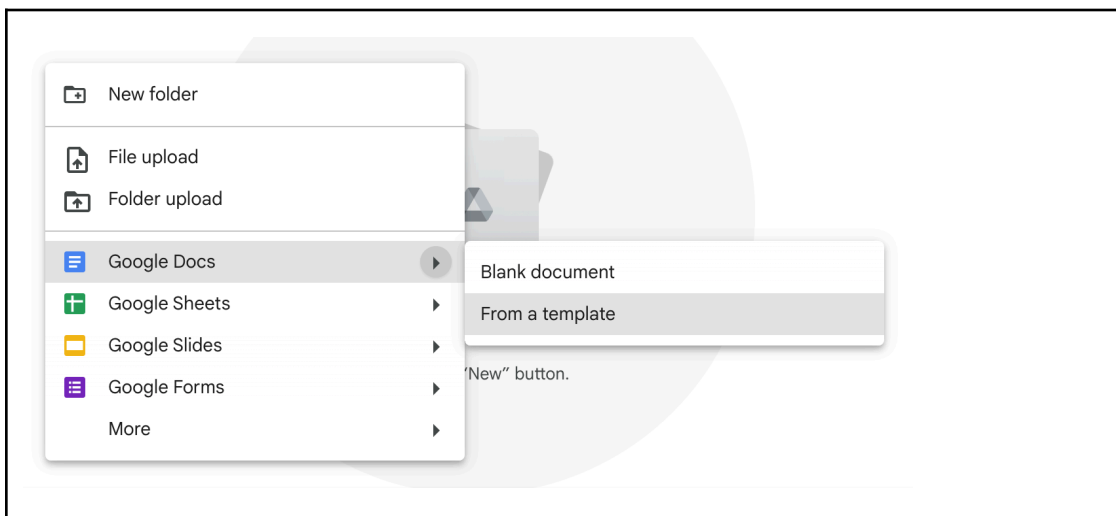
Using the Template Library

Templates live in two locations: the **template library** and the shared **Team template folder**

Note: Templates are slowly being updated with the new template style. Once updated, they will each be relocated to the template library. Eventually, the library will contain all current templates.

Steps to create a document from a template in the library:

1. Navigate to the folder where your new document should be
2. Right-click in an empty area of the folder
3. Select *Google Docs* >> then select *From a template*

4. In the template gallery that opens, scroll down until you see the [Team] section

5. Click the type of template you are looking for

6. A new copy of the template should automatically open and save in your intended folder

7. If you go back to view the folder, the file should now be there
⚠️ If it doesn't show up, refresh your browser

8. To confirm it's a template copy and not the master template in the library, make sure there isn't a gray *In template gallery* icon beneath the filename
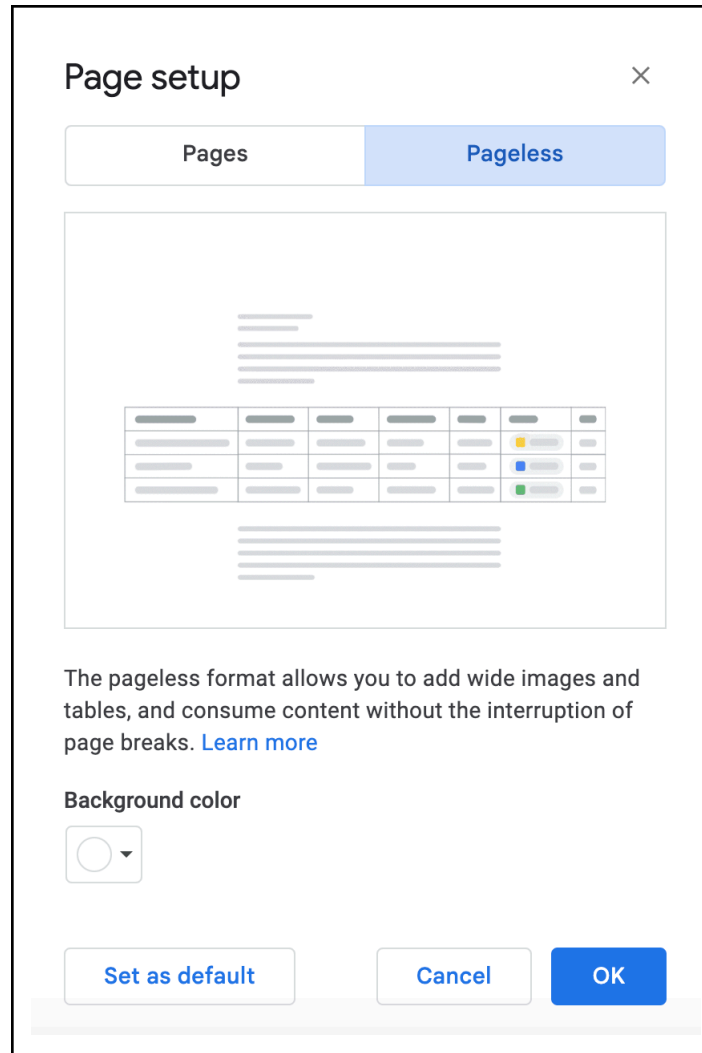
In template gallery   ↖️*This indicates you **are** in the master template*

Tips & Tricks

- To avoid H5s and instructional H6s collapsing, make sure all content headings are expanded.
- When finished writing, use CTRL+F to search for "content guidance" and ensure all sections are deleted.
- Under the H1 content guidance, there is an H6 with a white asterisk. This is to avoid the "Above the Fold" content module collapsing with the content guidance. This asterisk can be deleted when deleting content guidance sections.
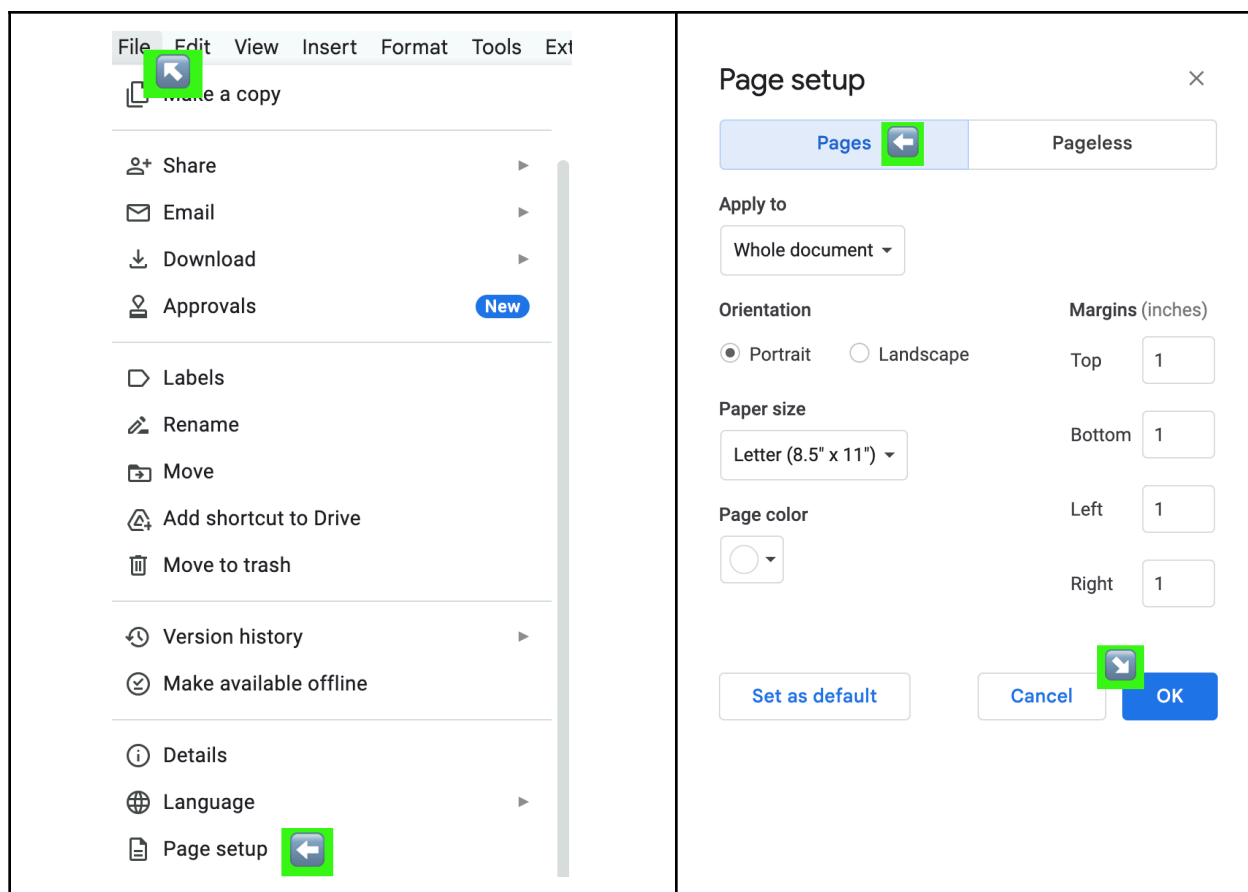
Working in Pageless Mode

- To have expandable sections with content guidance, **docs must be in "Pageless" mode. Note:** This puts footnotes at the bottom of the last page. Headers are also hidden in pageless mode. See further guidance about this below.

Page setup

| Pages | **Pageless** |

The pageless format allows you to add wide images and tables, and consume content without the interruption of page breaks. Learn more

Background color

| Set as default | | Cancel | OK |

- When the draft is done, the writer should delete section guidance sections and convert the doc to "Pages" mode.
  Note: If there are any particular callouts from the page brief (e.g., specific instructions) that the writer wants on the reviewer's radar, still delete the guidance and add a comment on the applicable section.
- Once in "Pages" mode, footnotes will automatically move to their correct pages and headers should be filled out.

Steps for Converting to "Pages" Mode	
1. Select *File* >> Scroll down to *Page setup*	2. Select *Pages* >> Hit *OK*

File Edit View Insert Format Tools Ext

Make a copy

👤 Share		▶
✉ Email		▶
⬇ Download		▶
⬤ Approvals		New
▢ Labels		
✏ Rename		
▣ Move		
⊕ Add shortcut to Drive		
🗑 Move to trash		
⟲ Version history		▶
☑ Make available offline		
ⓘ Details		
🌐 Language		▶
📄 Page setup		

Page setup   ✕

Pages	Pageless

Apply to

Whole document ▾

Orientation   **Margins** (inches)

⦿ Portrait   ◯ Landscape   Top   1

Paper size   Bottom   1

Letter (8.5" x 11") ▾

Page color   Left   1

◯ ▾   Right   1

Set as default   Cancel   OK

Troubleshooting

Issue	Solution
Some of my section guidance headings are missing, and I didn't delete them.	**Scroll up and ensure the above H2/H3/H4/H5 content headings are not collapsed.** Because H6 is the lowest heading number, collapsing a content heading above it will also close the section guidance. Collapsing a prior section guidance H6 is okay.