



Policy: Document Footer Standards

Policy Include and update footer details on all documents published to the Knowledge Center.

Example footer

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Footer section breakdown and definitions

Provided by: Dept. – First & last name	Page 1 of 2	Published on: MM/DD/YY
 <p><i>The department and name of the person leading the topic documentation.</i></p> <p><i>If someone has detailed questions about the topic, who can answer? Usually, this is the subject matter expert or department leader.</i></p>	<p><i>The number of pages.</i></p>	<p><i>The date the document was first created or published.</i></p> <p><i>This stays constant with future edits.</i></p>
Designed by: Dept. – Writer's initials	© 2020 The Reinalt-Thomas Corporation	Updated on: MM/DD/YY ver #.#
 <p><i>The department and name of the person writing, designing, or updating the document.</i></p> <p><i>Who was the most recent person to edit the document?</i></p>	<p><i>Copyright details:</i></p> <p><i>The year the document was first distributed. It stays constant with future document edits.</i></p> <p><i>To create the copyright symbol:</i> On Windows: Type (c). On a Mac: Hold option and press g.</p>	<p><i>The date the document was updated and the version number.</i></p> <p><i>Version number:</i> <i>Increment by .1 with each update.</i></p> <p><i>Examples:</i> 1.0 becomes 1.1 1.9 becomes 2.0</p>

Contact Please contact Elisabeth McClure or Andrea Tang if you have any questions.