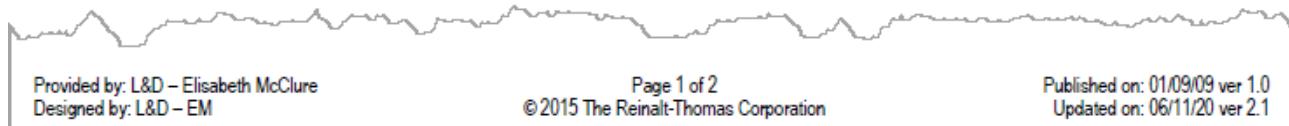


Policy: Document Footer Standards

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



Footer section breakdown and definitions

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

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