



Document No.	GP 00-97
Applicability	BP Operation
Date	7 April 2008

This green style text is zzhhelp and only appears for providing information to editors on how to use this template. The style zzhhelp is hidden text so that (as long as the “Tools>Options>View>hidden text” option is not selected) the zzhhelp text can be turned on or off by clicking (toggling) the paragraph mark icon in the toolbar.

Delete all zzhhelp text before sending a draft document out for comment. Delete zzhhelp text by performing a Find and Replace. To delete zzhhelp text:(Edit>Find>More>Format>Style, then select zzhhelp. Click the Replace tab, then click in the Replace text box, but do not type anything. Click Replace All.

The hidecommentary macro (Alt-H) hides commentary. The showcommentary macro (Alt-C) shows commentary. The ViewEverything macro (alt-V) shows all text marks, hidden text, bookmarks, etc.. The AutoOpen macro (Alt-A) restores document defaults. The AutoOpen macro also runs automatically when the document is opened.

Identification Block Above: *Two of the fields in this block are marked as bookmarks. The Document No. field is the bookmark called Designator. The Date field including the word “Draft”, if applicable, is the bookmark called Date.*

Document No.: *To change a document number, change it only in this block. Changing the number in this block changes the document number in both the title page bars below and in the document header.*

Notes:

The BP Operation prefix shall be included in the document number.

For STPs that supplement or supersede ETPs the ETP Library automatically assigns a suffix number (e.g., -1, -2, etc.). This suffix number shall be included in the document number.

Document Date: *To change a document date, change it only in this block. Changing the date in this block changes the document date in the document header.*

Set up document page as follows:

File > Page Setup > *(Do NOT use Apply to Section. Do NOT make Section Breaks.)*

Margins – Top: 2.5 cm; Bottom: 2.35 cm; Left: 2 cm; Right: 2 cm; Gutter: .0; Header: 1 cm
Footer: 1.15 cm; Mirror Margins – no; Gutter Position – Left **Apply to:** Whole Document

Paper Size: A4 Portrait; **Layout > Section Start:** New page; **Headers and Footers:** Different first page; **Vertical alignment:** Top; **Apply to:** Whole document

The text between the bars below is an inserted cross-reference to the “Designator” bookmark. The text is in the style, Doc number.

GP 00-97

The text below is the document title and is set by the Custom Document Property, Document Name. The text is in Titles style.

STP Template (Example)

The text below is the Document type. Document types include “Group Practice” (GP), and “Group Instruction for Supply” (GIS) The text is in the TitleDocType style.

Group Practice

The < > below should be filled in with appropriate information.

<BP Operation name here> SITE TECHNICAL PRACTICES



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