This document is just a template for general correspondence from St Catherine’s, and can be used for any document, letter etc.

Note that there are some specific templates for Agenda and Minutes (or Action Plan) documents.

**Les**

**How to use the template**

Just delete these instructions and start typing as normal.

If you need to go onto a second page it will automatically create a continuation sheet

**General Notes**

* **Document Naming**  
  Start with the Document name, , then, date in YYYYMMDD format  
  I always put a version number on (eg v0.1) when I save a document, but that is just force of habit.  
    
  eg. Scouts - Room Hire Fees 20190908 v0.1.docx
* **Font**  
  The body of the document uses Calibri, 11 point
* **Header**  
  Must always stay the same (St Catherine’s Heald Green, and the church sketch)
* **Footer**Gives the document name, todays date and the page number.  
  The structure should stay the same and the page numbers update automatically.  
  Unfortunately, Word won’t change the file name automatically, so you need to double click on the footer section, select the file name, then press the F9 key. (Messy, but it works)

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