

Tech Training: Creating a New Tutorial

There are templates for both Client-based and Tech-based Tutorials. The two are different, so when creating a tutorial be sure to use the proper one. Templates are located at [\\cssrv2\cs\\$\ClientServices\tutorials](\\cssrv2\cs$\ClientServices\tutorials). Use the templates to standardize the look and feel of all tutorials.

- The current Client Services banner is included in the Client Template, along with style tags for title, section headers, subsection headers, numbers, bullets, notes, and normal text. The naming convention for styles is ClientStyle. The margins are pre-set to Narrow and line spacing to Single.
- The Tech Template includes style tags for title, section headers, subsection headers, recap section headers, numbering, numbering in bold(TechNumberingBold), normal text beneath bold numbering (TechNumberingNormal), notes, bullets, and normal text. The naming convention for styles is TechStyle. The margins are pre-set to Narrow and line spacing to Single.

NOTE: You can find a tutorial for using style tagging, modifying existing styles, and creating new styles on the Resources page under Procedures. Also, you can only open a template if another Word document is already open.