



Document Title:	Combined Template Test	Revision Number	1.0
Document Category:	Internal Process	Status:	Draft
Document Number:	INT-001.1	Document Type:	Template

# DOCUMENT TITLE

## LESSON 1

**NOTE:** Notes are helpful to explain additional information not related to steps. You should only have 2 to 3 notes per page, with some exceptions.

**NOTE:** You can also change the word, NOTE, to CAUTION, to emphasize when the user is not to take an action. Do not use any other terms in the sidebar other than NOTE or CAUTION.

**NOTE:** Use the Objective/Body Bullet tag for the objectives and body text that requires bullets. Bold the objective only. See the example to the right. For steps, you will use the Bullet tag.

### INTRODUCTION

The introduction of the first lesson should briefly discuss high-level learning expectations for each student. In subsequent lessons, the introduction should serve as a transition between the previous and current lessons

*Roll Purpose and Scope sections in the existing document into this section? In Training Documents, we typically have a separate lesson that lays out additional criteria such as prerequisites, assumptions, etc.*

### AUDIENCE[?]

Or is this part of the intro?

### LESSON OBJECTIVES (FOR TRAINING DOCS)

In this lesson, you will learn the following:

- **How to...**  
Include a brief description of the objective here. If your steps are not complex, you may forgo this step; however, you may want to contact the Editing Team if you are unsure of how to proceed.
- **How to...**  
Include a brief description.
- **How to...**  
Include a brief description.
- **How to...**  
Include a brief description.
- **How to...**  
Include a brief description.

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## First Objective /Major Point 1

1. Add the training document disclaimer to the beginning of the document (See *Figure 1.*)

**FIGURE 1. The Training Document Disclaimer**

**NOTE:** This figure example is for a stand-alone lesson. If you have multiple lessons, the figure number precedes the screenshot number. For example, if this project included a second lesson, the first screenshot in this lesson would start at 1-1. The first screenshot in the second lesson would start at 2-1. For more information on adding graphics, please see the *PCT Handbook, Adding Graphics* lesson.

**NOTE:** Use the Diagram tag and Table tag for the addition of tables or diagrams.

**NOTE:** You may need to change the label color to white if your box is black. Always use a contrasting box against the screenshot.

**NOTE:** According to the PCT's *Style Guide*, use bold or italics accordingly for buttons, options, screen names, and fields.

**Use the Label tag for figures and diagrams.**

2. Second step.
  - Use the Bullet tag here.
  - Do not layer bullets.
  - Use subheadings when necessary.
3. Third step.
4. Fourth step.
5. Determine if the document requires a decision.
  - ❖ **DOCUMENT REQUIRES A DECISION**—Use the If/If Not tag.
  - ❖ **DOCUMENT DOES NOT REQUIRE A DECISION**—Proceed to *Step 6.*
6. Sixth step.  
This is the Numbered Continued tag.
7. Seventh step.
8. Final step.



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## Second Objective/Major Point 2

1. See the example for steps in the *First Objective* section.
2. The steps can be few or many, depending upon the procedure.  
Most importantly, you must have a complete procedure with the appropriate level of detail, based on the document's assumption level.

## Third Objective/Major Point 3

1. See the example for steps to procedures in the *First Objective* section.
2. Each section must contain at least 2 steps to use numbering.

### Example (Example Tag)

Verify that you populated all of the *Date* fields on the *Document Control Sheet*.  
You do not number single steps. (ExampleBody Tag)

### THIRD OBJECTIVE SUBSECTION 1

1. First step.
2. Second step.

### THIRD OBJECTIVE SUBSECTION 2

1. First step.
2. Second Step.

### Equipment (Heading 4)

1. First step.
2. Second step.

### Bandwidth

1. First step.
2. Second step.

**NOTE:** Create 1 to 2 multiple choice questions per objective and 1 to 3 essay questions overall. The essay questions should address larger concepts or processes within the document.

**NOTE:** Select **Table> Insert Table** to add essay questions.

**NOTE:** Depending on the requestor, you may need to create homework for your training document. You can add homework after each lesson or at the end of the training document, or you can create homework as additional handout. Establish homework guidelines with the requestor before beginning the training document. The *Homework* template is available on Drive W.



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## REQUIRED TOOLS AND EQUIPMENT

## DEFINITIONS

This section provides definitions to the terms mentioned within this document.

**First Term**—Definition of term

**Second Term**—Definition of term

**Third Term**—Definition of term

## ASSOCIATED AND REFERENCED DOCUMENTS

### Associated Documents

Document Number	Document Type	Title

### Referenced Documents

Document Number	Document Author	Title

## CONCLUSION

In this lesson, you learned... (Reiterate the objectives.) For more information, see...(Add additional references here.)



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## NOTES



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# DOCUMENT CONTROL SHEET

## APPROVAL

This document has been approved by the following:

Reviewer Name	Department
Vice President	Network Operations

## DISTRIBUTION

This document will be distributed to the following groups and individuals:

## REVISION HISTORY

Revision Number	Revision Date	Revision Description



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