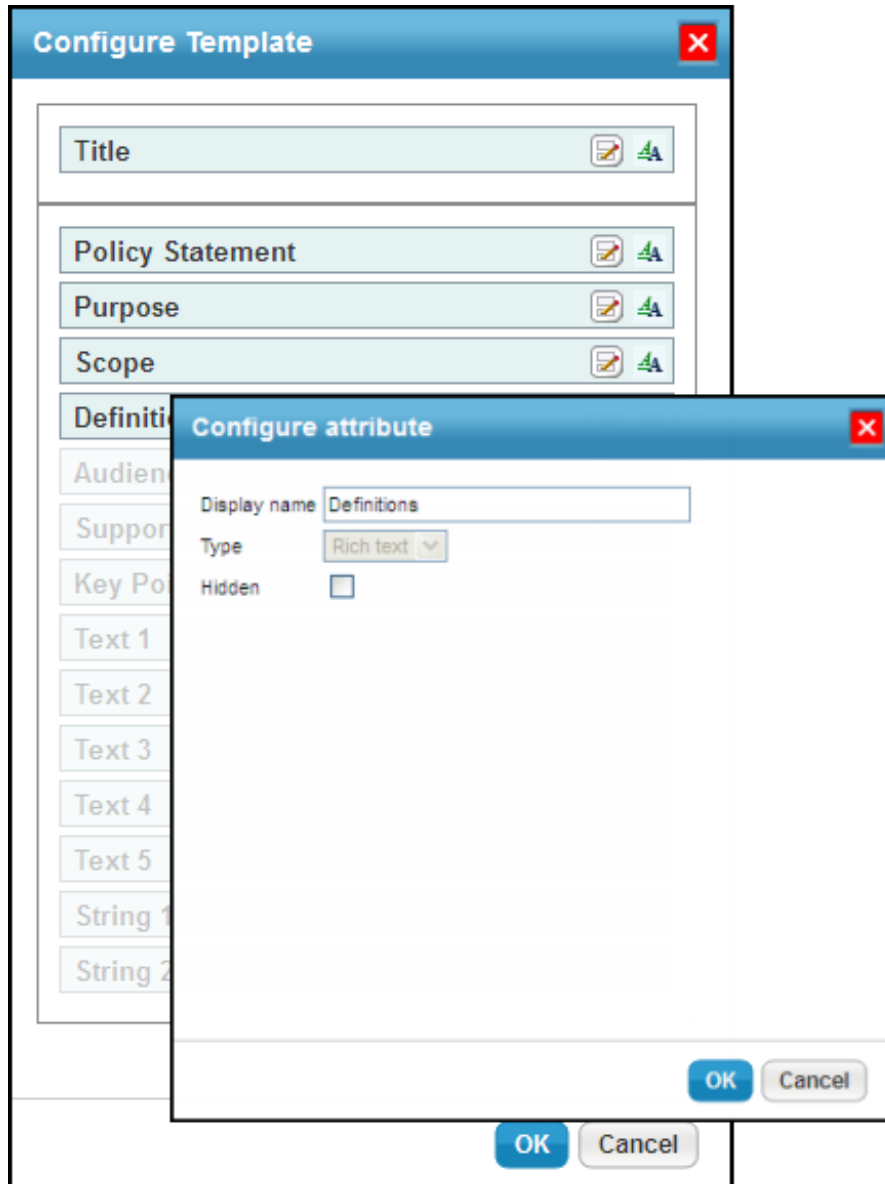


Editing a Document Outline Template

A newly created document outline template will have the default headings with no styles and formatting. You can edit the template to your organization's official documents. The Policy View and Policy Author permissions, or Policy View and Policy Manage permissions are required in order to make changes to the Document Outline Template.


To edit a document outline template

1. Go to **Content > Policies**.
2. In the **Organization Content** tree, select the **Document Outline Templates** group, or expand and select the **Section** or **Subsection** group in which the template to be modified is available. Check the box next to the template and click **Details**.
3. Click the **Edit** link in the upper right corner of the details page.
4. Click the **Configure** link in the upper left of the details page to access the **Configure Template** dialog in order to change the following settings:
 - *Display*
 1. Click the icon to configure the following display settings using the **Configure attribute** dialog.
 - - Display name - Enter a name of the section.
 - Type - The section types can be Rich text or String. Note that this field is not editable.
 - Hidden - Clear the check box if you want to make the section visible in the template.





- Click **OK** to exit the **Configure attribute** dialog.

- **Styles and formatting**

1. Click the  icon to apply the styles and formatting to the heading and content of a section using the **Edit Attribute** dialog. Note that settings to apply the styles and formatting to the heading and content are available individually; under the Heading or Content, select a setting.

Setting	Description
Font	Select a font type in the drop-down list.
Font Size	Select a font size in the drop-down list.
Font	Select a weight, such as normal or bold, in the drop-down list. By default,

Setting	Description
Weight	the font weight is normal.
Font Style	Select a style, such as normal or italic, in the drop-down list. By default, the font style is normal.
Color	Click  to select a font color in the palette. In the palette, mouse hover on a color to know the name of that color.
Background	Click  to select a background color for the font in the palette. In the palette, mouse hover on a color to know the name of that color.
Border	Select a border, such as thin, thick or dashed in the drop-down list. By default, no border is applied to the font.

Edit Attribute

Heading

Font -- Select --

Font Size 20

Font Weight -- Select --

Font Style -- Select --

Color [Color Picker] ...

Background [Color Picker] ...

Border -- Select --

Content

Font -- Select --

Font Size -- Select --

Font Weight -- Select --

Font Style -- Select --

Color [Color Picker] ...

Background [Color Picker] ...

Border -- Select --

OK Cancel

2. Click **OK** to exit the **Edit Attribute** dialog.

- After you finish editing the template, click **OK** to exit the **Configure Template** dialog.

Changes to templates affect policies that are based on those templates.

Templates can be exported (saved) in PDF or HTML format. For more information, see [Saving a Policy](#) .