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| --- | --- |
| Category: (What general grouping does the article fit in?)  |  |
| Audience:(Choose 1: Students, Faculty & Staff, or ITS only) |  |
| Keywords:(Alternate words that might be searched to reach this article, list should be comma separated.) |  |
| Synopsis:(One sentence describing content of article.) |  |
| Review Cycle:(1-12 months, or a set of specific dates for review yearly) |  |
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# Article title (capitalized as though it were a sentence, not in title case)

Introductory paragraph.

## Procedure title (capitalized as though it were a sentence, not in title case)

1. Step 1.
[screen capture illustrating step 1]
2. Step 2.
* Explanatory note.
1. Etc.

## Alternate or accessory procedure title

1. Step 1.
[screen capture illustrating step 1]
2. Etc.

## More information

Paragraph explaining where more information may be found (with links), **or**

* Bulleted list of related articles (including URLs, if possible), and
* Other resources