



Components and Features of QuickStart

The QuickStart Employee Manual Template includes the following components and features for each topic and/or page within the document.

The screenshot shows a sample page from the QuickStart Employee Manual Template. It includes a header with the logo and title, a main heading for a topic, an introductory paragraph, a table of responsibilities, guidelines, additional information, related topics, customization resources, and a footer with company name, page number, and revision date.

1. **Header:** Replace QuickStart Logo with company logo, and insert the title for the Employee Manual. Your changes to the Header will populate throughout every page of the document.
2. All headings and template content are created in “styles” so that with one click, you can change the look of all content types in the document and regenerate an updated table of contents.
3. Placeholders are provided throughout the document for easy click-and-replace customization.
4. This section ensures clarity around who is responsible for the topic and who is accountable for ensuring it is adhered to.
5. Provides the employee reading the employee manual with additional information and related topics.
6. Customization Resources are to be used by the person customizing the template and should be removed before launching the final employee manual. Includes legal cautions, customization tips and province-specific resources and links.
7. “Back to Table of Contents” link is included at the end of every topic that takes the reader back to the table of contents.
8. Customizable footer that includes page number.