Publication Template

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**Instructions**

1. Create a folder for your templates.
2. Save this template as “publication\_name\_youragencyname.doc”. For example, “publication\_summeryouth.pdf\_dpw.doc”
3. Enter the content below.
4. You may copy and paste from your current web site. Under the Edit menu in Word, select “paste special” and then “unformatted text”. Do this to avoid formatting problems in the new site.

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Fields in **bold** are required. Fields in yellow require input from the user. Please review all fields; just because a field is not required does not mean it should not be filled out.

**Title**

*Use Title Case; Capitalize 'Is' and other forms of 'to be.' Lowercase articles, conjunctions and prepositions fewer than four letters. Include a noun (subject) and an action verb/implied verb. E.g. Protect Yourself From Consumer Fraud.* ***NO SPECIAL CHARACTERS; i.e. parentheses, slashes, ampersands, quotation marks.***

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| Ward 6 BZA Report 19254A 1612-1616 7th Street NW Modification of Consequence & Time Extension |

**Meta Title**  
*Autofills with title; can be changed if desired. This appears on the very top of a browser window.*

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| Ward 6 BZA Report 19254A 1612-1616 7th Street NW Modification of Consequence & Time Extension |

**Meta Keywords***Keywords describing the publication, separated by commas.*

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| Ward 6, BZA Report 19254A, 1612-1616 7th Street NW, Modification of Consequence & Time Extension |

**Meta Description***Sentence describing the contents of the publication. Appears in search results.*

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| Ward 6 BZA Report 19254A 1612-1616 7th Street NW Modification of Consequence & Time Extension |

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**Plain Text***Main text describing this publication.*

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| BZA Report 19254A – Application for 1612-1616 7th Street NW for a modification convert second floor retail space to residential; and for a two-year time extension for a mixed-use building in the MU-4. Contact Development Review Specialist Stephen Mordfin. |  |

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