Publication Template

Use this template to prepare and organize your content for a Publication page (content type) on DC.Gov. Doing so will make content migration to the new DC.Gov as easy as copy and paste.

The Publication content type is required for all PDF files. It captures data that helps users find the publication when performing an internet search.

**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) (Type of Report BZA, ZC, LTR) (Address) |

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

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

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

Summary  
*This text appears when item is placed in a rotator. Can duplicate Meta Title or Meta Description.*

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**Type***Select one from the drop-down: Agenda , Forms, Reports ,Other*

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| **Report** |

**Intro Text***A short, complete sentence that describes this publication. Limited to 250 CHARACTERS.*

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

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File Type  
*A PDF file, Power Point file, Other*

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File Size  
*Enter size in bytes*

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**Main PDF File***Please select the main PDF file. The image from this PDF file will be displayed in the Publication view.*

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Print File

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Author  
*List the author’s name or name of agency/organization of origin.*

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Related Event  
*The agency event the publication corresponds with, if applicable.*

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Related Service  
*The agency service the publication corresponds with, if applicable.*

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Related Program

*The agency program the publication corresponds with, if applicable.*

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Publications

*The name of the publication or legislation that this file is a section, if applicable.*

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Related Regulations

*The name of related regulations or legislation that this file is a section, if applicable.*

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Disclaimers

*Required if any PDFs are posted to this page. Disclaimers are found in the Shared Assets folder.*

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Created By  
*This will autofill with the name of the creator.*

Maintained By  
*You can select any registered user.*

Creation Date  
Modified Date

*These will be generated by the system.*

Agency

*Select your agency from the drop-down.*

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Contact Info  
*For internal use by your agency. Optional.*