

The Use of Colour Coding and Hyperlinks

Green highlights	Where there are references to other templates available on the Policy and Procedure Template Library website
Grey highlights	Where the provider will need to add service specific information such as the organisation's name, specific titles or people
Pink highlights	These are references to documents that each organisation can purchase and store on their own server. You may even wish to hyperlink these documents to the policy and procedure document once it has been modified to meet your own organisational needs.
Blue highlights	These are references to documents that you may hold internally on your own organisation's server. You may want to link these documents to the policy and procedure documents by using hyperlinks.
<u>Hyperlinks</u>	Hyperlinks are underlined within the policy and procedure templates, and you can click on these if you want to go to a related document. They are sometimes referred to simply as 'links'.