

Document template

date or subtitle

contents

[STYLE SHEET 1](#_Toc164245015)

[SECTION HEADER (HEADING 1) 1](#_Toc164245016)

[SUB HEADING (HEADING 2) 1](#_Toc164245017)

[CASE STUDY TITLE (HEADING 3) 1](#_Toc164245018)

[AN EXAMPLE USE OF STYLES 2](#_Toc164245019)

[COMMUNICATIONS UPDATE 2](#_Toc164245020)

[UPCOMING ACTIVITY 2](#_Toc164245021)

|  |  |
| --- | --- |
| Document information |  |
| **Date of issue:** | **DD/MM/YYY** |
| **Approval status:** | **Approved by ? SLT / IJB / Service name** |
| **Review date:** | **MONTH/YEAR, Alongside xxx doc.** |
| **Available from:** | **Internal files only / Partnership website / etc** |
| **Key contact:** | **Team name / email. Avoid individual contact details which may change.** |

Style sheet

(Styles are available in the style section of the home toolbar)

Front page (title)

FRONT PAGE SUBTITLE (Subtitle)

# Section header (heading 1)

Standard text paragraph in Montserrat font. Bold text in Montserrat semibold font. Calibri may be used as an alternative if not available. Minimum font size, 12.

* Bulletpoint text (list paragraph)

## Sub heading (heading 2)

Standard text paragraph in Montserrat light font. Bold text in Montserrat semibold font. Calibri may be used as an alternative if not available. Minimum font size, 12.

* Bulletpoint text (list paragraph)

### case study title (heading 3)

**Case study titles are excluded from the contents page.** Standard text paragraph in Montserrat light font. Bold text in Montserrat semibold font. Calibri may be used as an alternative if not available. Minimum font size, 12.

Standout (quote)

# An example use of styles

## Communications update

The following communications activity covers the period of January – July 2021, demonstrating the ongoing implementation of the Partnership’s Communication Strategy 2021-2024.

### UPCOMING ACTIVITY

The Partnership plans to undertake the following communications activity in the current and upcoming reporting period:

* Ongoing: Falkirk Community Hospital Masterplan Project – Communications will continue update stakeholders on the project’s progress and will seek to involve wider audiences as appropriate.
* Ongoing: The Partnership has recently established an Intermediate Discharge Project team. Communications support will aid public, staff, and patient understanding of the discharge process.
* Ongoing: Prior to Scotland’s Census taking place on 20 March, the Partnership will promote the Census, and its role in informing the development of health and social care services.

Image 1 This image has been marked as decorative (right click, edit alt text, tick ‘mark as decorative’). The image can then be positioned anywhere on the page. It will not be read by a screen reader.

“An interesting quote or

highlight of impressive results”

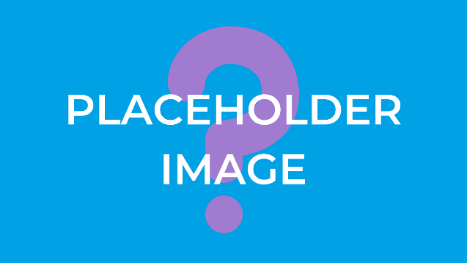


Image 2: If an image provides information and should be read by a screen reader, it must be formatted as 'in line with text' and must have alt text set (right click, edit alt text)