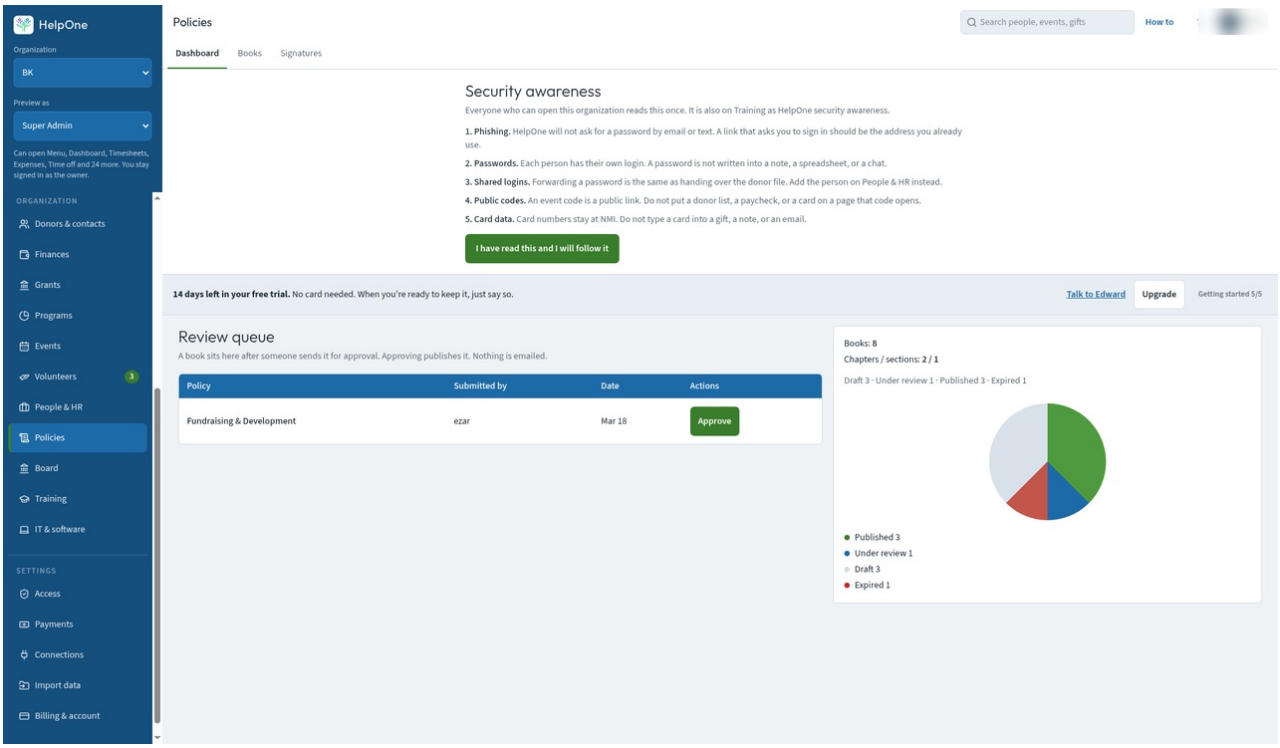
How to create a policy book

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Policy books are living documents. Chapters stay together in one book.

Steps

1. In the sidebar, go to Policies.
2. Open the Books tab.
3. Type a name under New book and click Add.
4. Open the book and add your chapters and sections.



Each book shows a status: Draft, Under review, Published, or Expired. Use Sort and Search to find a book.