

Set up Style guide

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To set up your style guide:

- 1. Go to KB settings > Style guide.
- 2. Select Create style guide.
- 3. Write your guidelines using the rich-text editor (up to 5,000 characters) or select **Start from a sample** to begin with a template. Options include:
 - a. Entering your existing style guide.
 - b. Customize one of a couple sample templates.
 - c. Reference an existing common style guide like the Microsoft Writing Style Guide and document additions and exceptions.
 - d. Refer to Style guide starters for more detailed instructions.
- 4. If you want your authors to be able to run Al-powered reviews of content to check for style guide alignment, follow the instructions to Turn on access to Al content style guide reviews.



Get started

If you're not sure where to start with your style guide, check out Style guide starters for templates, tips on adapting established style guides, and additional resources to help you create the style guide of your dreams.