



Documentation Style Guide

Contract

Styles Used for Documentation

Original: March 2020

Revised: March 2021

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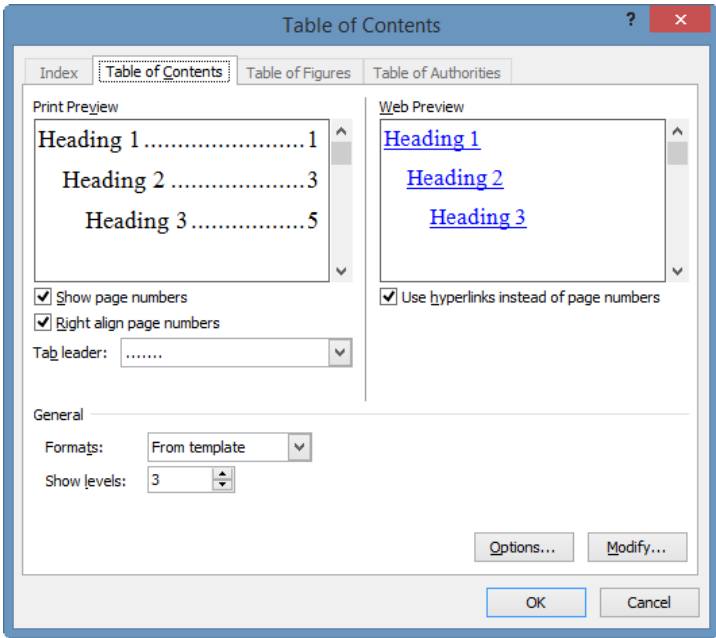
Introduction

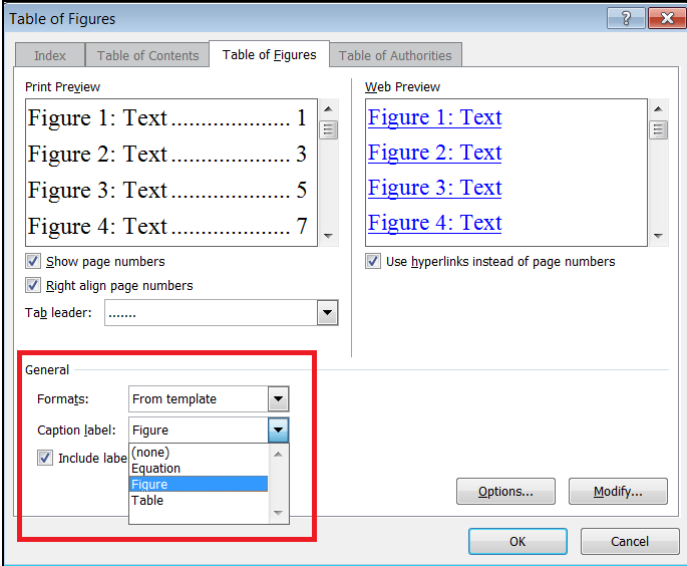
This style guide is designed to assist in the creation of user manuals, specifications, narratives, testing and training guides and system manuals.

General Conventions

Table 1. Conventions Table

Convention	Details
Branding/Logo	Use the [Company Logo] at the top left corner of each page
Applications	[Proprietary Naming]
Documentation Software	Microsoft Word
Cover Page – Software Design Specification (SDS) and Software Requirements Specification (SRS)	3pt Top Border, Solid Black 0pt above logo [US Company of Engineers logo] 10pts after logo Main Title: <i>Arial, 40pt font, 20pts</i> after Main Title Subtitle: <i>Arial, 32pt font, 20pts</i> after Subtitle Build Title: <i>Arial, 24pt font, 20pts</i> after Build Title Version & Current Date: <i>Arial, 18pt font</i> , no space between Version and Current Date <i>No Page Number or Header/Footer on Cover page</i>
Cover Page – User Manual, Training Guide, System Manual	Includes Company logo (150pt x 150pt) <ul style="list-style-type: none">- Company Name – Centered, Underlined (Tahoma, 36pt, Bold)- Name of Document (Tahoma, 24pt, Bold)- Original Date – Left justified (Tahoma, 14pt)- Revision Date – Left justified (Tahoma, 14pt)
Document Control (Version Control)	Table includes: <i>Date, Version Number (#), Author, Section, Revision, Description</i>

Convention	Details
	Revisions include <i>Draft</i> , <i>Preliminary Review</i> , <i>Final Review</i> and <i>Final</i> .
Document Change Approvers	Table includes <i>Function</i> and <i>Name</i> headings.
Table of Contents	<p>Use standard Table of Contents: Reference > Table of Contents > Insert Table of Contents</p> 
Table of Tables Table of Figures	<p>Reference > Caption group > Insert Table of Figures</p> <ul style="list-style-type: none"> • Select Figure for Table of Figures. • Select Table for Table of Tables.



Convention	Details
	
Printed Documentation	All printed documents will have a cover page, revision history, and table of contents
Margins	<p>Standard Portrait and Landscape Margins</p> <p><i>Top/Bottom 1 inch</i></p> <p><i>Left/Right 1 inch</i></p> <p><i>Header from top .5 inch</i></p> <p><i>Footer from bottom .5 inch</i></p>
Hyperlinks	Use standard hyperlink blue: blue text with underline for PDF and printed materials.
Text	Normal - <i>Times New Roman, 12pt</i>
Italics/Bold	<p>Use italics sparingly, bold is preferred in a User Manual to emphasize an action, field or screen name in a process step:</p> <p>Click the Option button to open the Project window.</p> <p>See <i>Table 2</i> on <i>page 7</i> for additional details.</p>
Paragraphs	Never indent, align left and separate paragraphs by two line breaks.




Convention	Details
Spelling	Outgrant as opposed to "out-grant" or "out grant" Login screen Users "log in" "drop down" menu or "drop down" list "user name" instead of "username" "Requester" not "Requestor" "Shall" not "will" "Enter" not "record" "Reports" not "live reports" "list of values" not "valid list of values" "Capture" not "capture and track" "email notification" not "message" "tracts" not "land tracts"
Section/Page Breaks	General Page Break: Insert > Page Break Section Break: Page Layout > Breaks drop down > Next Page
Table Setup	Headings are 12pt font, Times New Roman Cells are 11pt font, Times New Roman Caption is 11pts font, Times New Roman, Bold

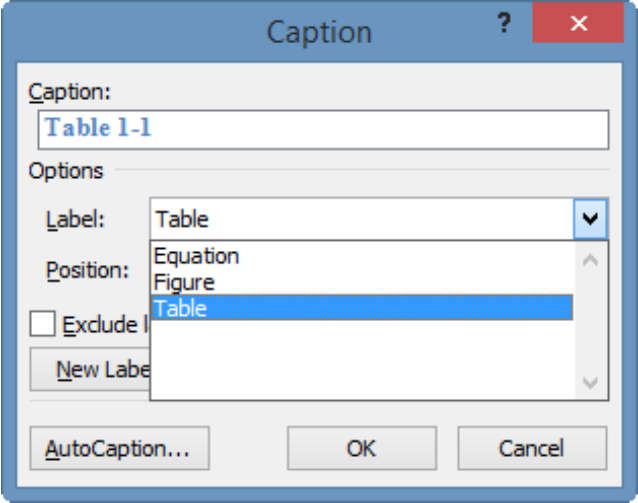
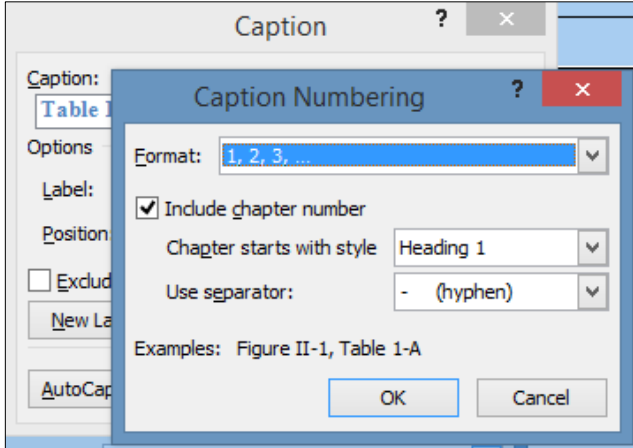
Microsoft Word Styles

Table 2. Styles Table

Style	Use and Setup
Heading 1	Use: Main topics such as Introduction, Overview and application titles; includes a numeric Chapter Number (1, 2, etc.) <i>Style: Font – Times New Roman, 18pts. Bold</i>
Heading 2	Use: Secondary headings such as main screens within an application or main processes, includes a numeric Chapter Number (1.1, 1.2, etc.) <i>Style: Font – Times New Roman, 16pts. Bold</i>
Heading 3	Use: Third heading level, includes a numeric Chapter Number (1.1.1, 1.2.3, etc.) <i>Style: Font – Times New Roman, 14pts. Bold</i>
Heading 4	Use: Fourth heading level, includes a numeric Chapter Number (1.1.1.1, 1.2.3.4, etc.) <i>Style: Font – Times New Roman, 13pts. Bold</i>
Heading 5	Use: Fifth heading level, includes a numeric Chapter Number (1.1.1.1.1, 1.2.3.4.5, etc.) <i>Style: Font – Times New Roman, 12pts. Bold and Italics</i>
Normal or Plain Text	Use: Main text, follows all headings <i>Style: Font – Times New Roman, 12pts.</i>
Process Steps	Use: Details the action needed to complete the application <i>Built-in Word numbering system.</i> 1. Process 1. 2. Process 2. 3. Process 3. <i>Sub-processes use a, b, c, etc.</i> a. Process 1a. b. Process 1b.
List Bullets	Use: Highlights items of importance or may be used with processes below sub-processes.
Note(s)	Use: Adding information related to the process steps. Note:

Style	Use and Setup
	[need to add a table]
Alerts/Warnings	<p>Use: Shows the user that a specific action may result in deletion or other system issue if the process is not followed.</p> <p> ALERT!</p> <p> STOP!</p>
Field Definitions	Screen components used to describe information needed to complete an action in a User Manual.
Headers & Footers (Printed Materials)	<p>SRS</p> <p><i>Header:</i></p> <p>Top Left – Company 1 logo</p> <p>Top Right –</p> <p style="padding-left: 40px;">Application Name, Build, Phase, Document Type (Example: <i>Software Build 7 Data Dictionary</i>)</p> <p style="padding-left: 40px;">Version, Status</p> <p style="padding-left: 40px;">Date</p> <p><i>Footer:</i></p> <p>Bottom Left – Application Name and Build Number</p> <p>Bottom Right – Page Number</p> <p>SDS</p> <p><i>Header:</i></p> <p>Top Left – Company 2 logo</p> <p>Top Right –</p> <p style="padding-left: 40px;">Application Name, Build and Phase</p> <p style="padding-left: 40px;">Document Type</p> <p style="padding-left: 40px;">Version, Status</p> <p style="padding-left: 40px;">Date</p> <p><i>Footer:</i></p> <p>Bottom Left – Application Name and Build Number</p> <p>Bottom Right – Page Number</p>


Style	Use and Setup						
	<p>User Guide, System Manual TBD</p> <p>Training Guide TBD</p>						
Icons	<p>If icons exist in the applications that need to be detailed, a table will be created to define each icon used.</p> <p>Example:</p> <table><tr><th>Icon</th><th>Action</th><th>Definition</th></tr><tr><td></td><td>Select drop down to show calendar</td><td>Allows the user to select a specific date from a calendar.</td></tr></table>	Icon	Action	Definition		Select drop down to show calendar	Allows the user to select a specific date from a calendar.
Icon	Action	Definition					
	Select drop down to show calendar	Allows the user to select a specific date from a calendar.					

Style	Use and Setup
Captions	<p>Captions are used for Figures and Tables (see <i>Figures</i> and <i>Tables</i> sections for details)</p> <p>To create a new caption:</p> <p>Reference group > Insert Caption > Select Label (Table, Figure) > Select Position</p> <p>Note: Select <i>Above Selected Item</i> for Table and Select <i>Below Selected Item</i> for Figure</p>  <p>Click Numbering on the Caption window to open the Caption Numbering dialog box.</p>  <p>Use the default format.</p> <p>Select the Include chapter number box.</p> <p>Click OK to save changes.</p> <p>Captions have spacing of <i>6pts above</i> and <i>0pts below</i></p>

Screen Captures




Currently we are using Snipping Tool and Paint.

Capturing Screens

1. Open the image to be captured.
2. Click the **Snipping Tool**  icon and capture the image.
3. Select **File** and **Save As**. The **Save As** dialog displays.
4. Name the file in the **File** name: field and click **Save**.

Note: Create an image folder to save specific images or use the Pictures file Microsoft provides by default.

5. Once saved, open the MSPaint application.
6. In MSPaint, click **File** then **Open** and select the folder where the image is saved.
7. The image opens in MSPaint. Callouts, text boxes and adjustments can be made to the image.

Note: Snipping Tool has a few callout features like the Pen  and Highlighter . It also allows the callouts to be erased using the Erase tool .

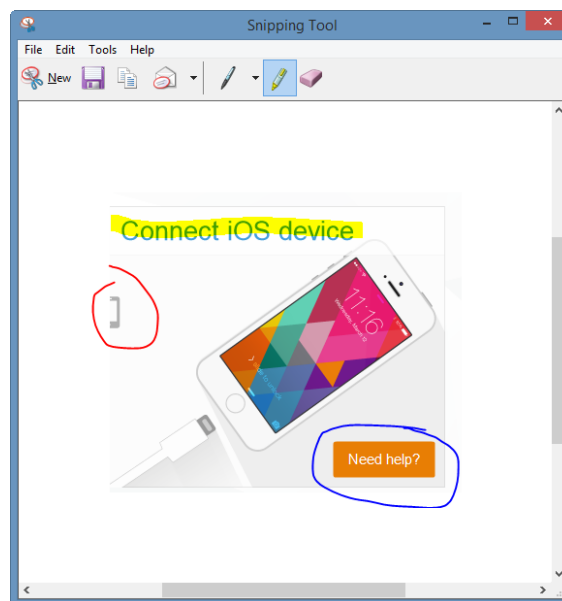


Figure 1 – Snipping Tool

Captions

Captions are for Tables and Figures. See [Caption](#) section of *Table 2* for the process.

Figures

For figures, add the image to the document (see the [Screen Captures](#) section on *page 11* for processes).

Images are formatted as follows:

Font:	Times New Roman, 11pts.
Spacing:	Centered between text
Above:	6pts
Below:	0pts
Picture Border:	¼ point
Figure Caption:	Above 0pts. Below 12pts.



Figure 2 – Beach Picture

Process Steps for Figures

1. Insert the image to the document.
2. Select the image and click the **Center** icon on the **Paragraph** group.

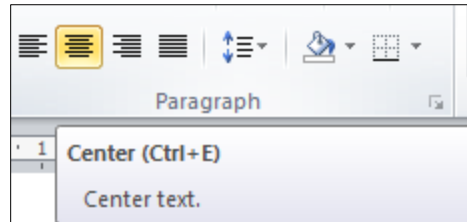


Figure 3 – Centered Image

3. Double-click the image to open the **Picture Tools**.
 - a. Select **Picture Border**.
 - b. Click 1/4 pt. — to add a thin border around the image.

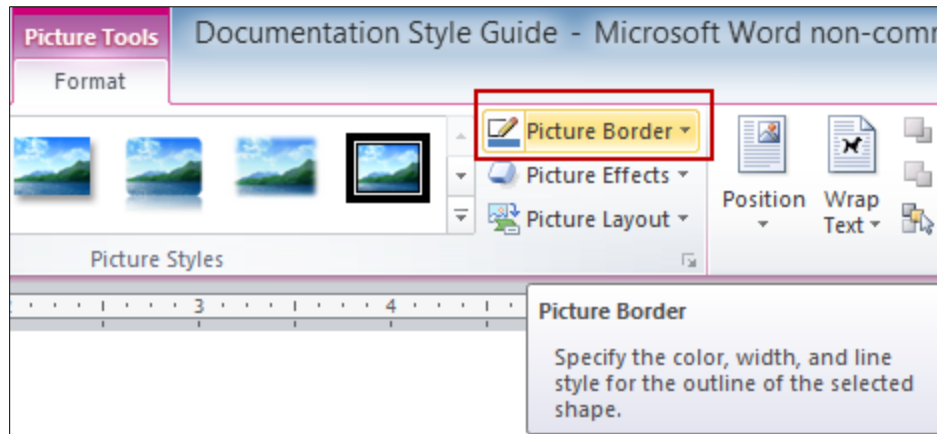


Figure 4 – Format Picture Tools

4. Adjust the spacing above and below the image.
 - a. Select the image.
 - b. Click **Page Layout**.
 - c. Select **Spacing** in the **Paragraph** group.

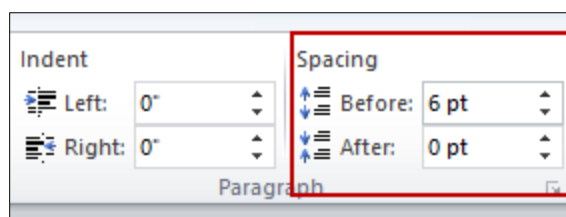


Figure 5 – Image Spacing

5. Add a figure caption (See [Caption](#) section of *Table 2. Styles Table*) and add the spacing for the figure below the image (see *Step 4* above). The figure captions should include the Heading chapter number with the figure number (*Figure 1-1*).
6. To adjust an image without using the mouse:
 - a. Select the image to open **Picture Tools**.
 - b. Click the up and down arrows to adjust the **Height** and **Width** of the image.

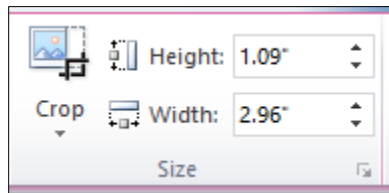


Figure 6 – Image Spacing

Note: When using callouts (a square or circle identifying an illustration or a specific part of one), use a red outlined square unless the background is red then use a blue outlined square.

Tables

To insert a table, follow the steps below.

1. Click the **Insert** tab and click the **Table** icon.
2. Select the number of columns and rows needed for the table when the table drop-down opens. The table displays on the page (see *Table 3. Example Table* below).

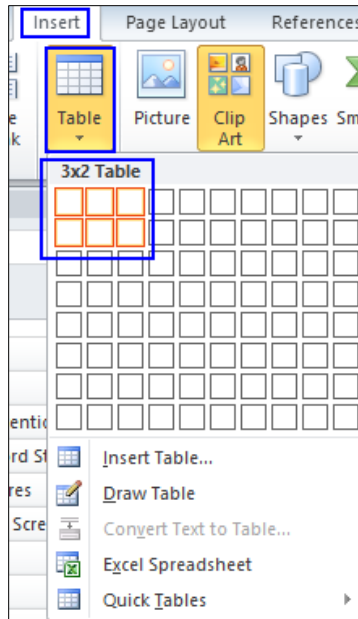


Figure 7 – Image Spacing

Note: Table captions should be placed above the table while figure captions are placed below the image.

Tables are formatted as follows:

Font: (Heading) Times New Roman, 12pts. Bold
 (Cells) Times New Roman, 11pts.
 (Caption) Times New Roman, 11pts. Bold

Spacing: Left Margin

Above: 3pts

Below: 3pts

Table Caption: Above 6pts.
 Below 0pts.

Table 3. Example Table

Screen	Field	Description

If the table is long and will cross pages, select the table and right-click then select **Table Properties**. Click the **Row** tab and under **Options**, select **Repeat as header row at the top of each page**.

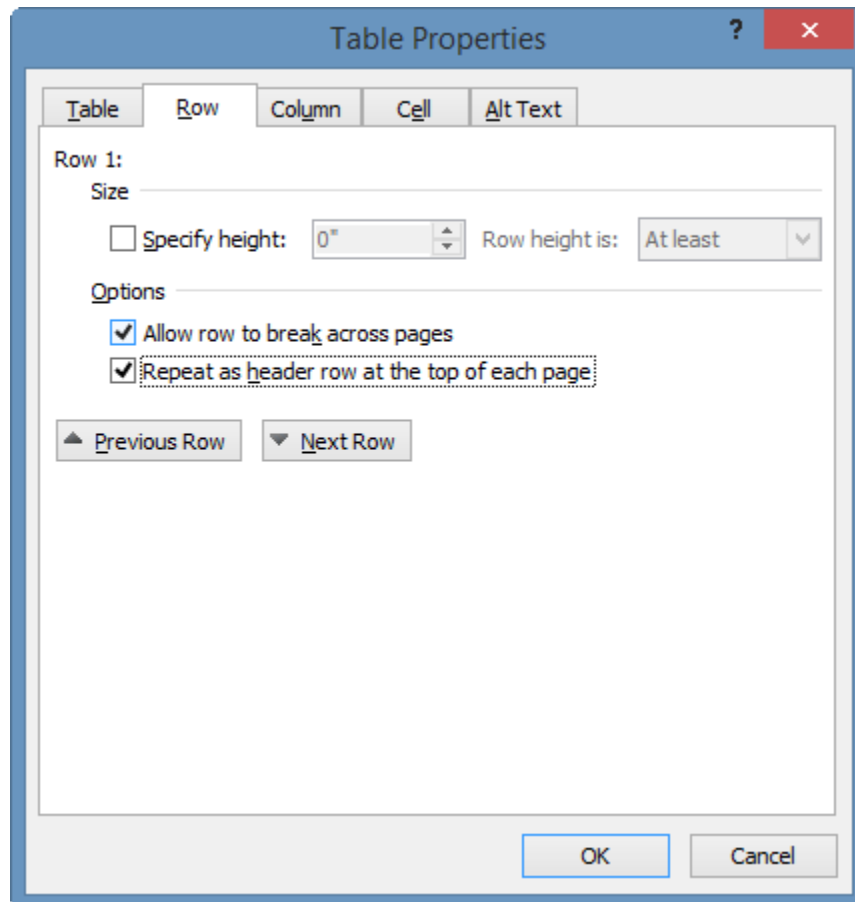


Figure 8 – Table Properties

Table formatting is simple - Top row is light gray and column headers are *Times New Roman, 12pt. Bold*.

1. Select the top row to shade that row.
2. While row is selected, right-click and select **Borders and Shading**.
3. Click the **Shading** tab
4. Under the **Fill** section, select the second gray color
5. Click **OK**.

Note: Verify that **Apply to:** Cell is selected in the **Preview** drop down.

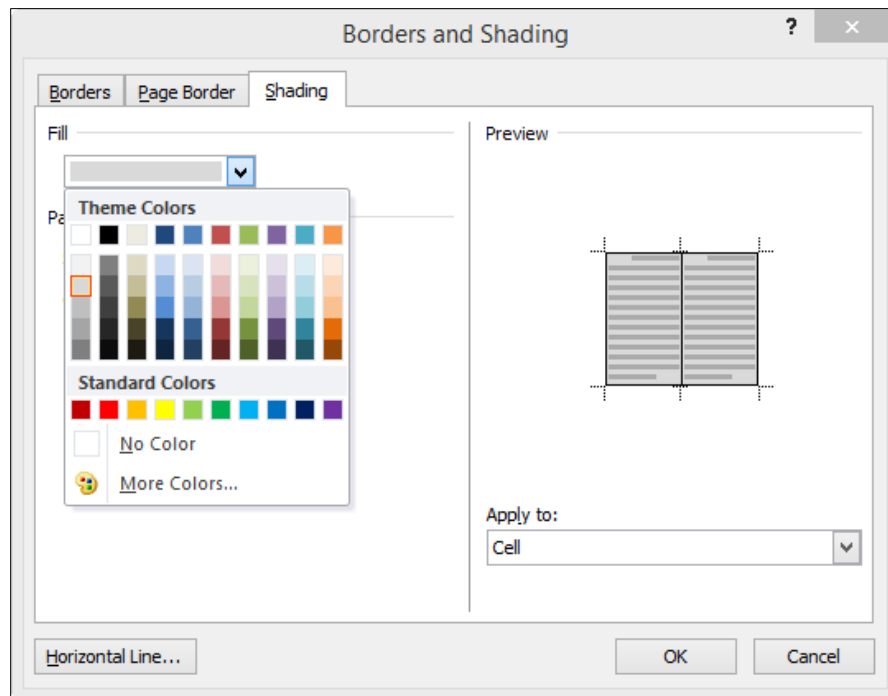


Figure 9 – Image Spacing

Cross-References

Cross-references allow the writer to create documentation once and refer the user to that section with adding page count to the guides or specifications. The cross-reference most often used will be *See [table, figure] below* or *See [table, figure, or section] on page [xyz]*.

To create a cross reference, follow the steps below.

1. Select **Reference**.
2. Click **Cross Reference** from the **Captions** group. The **Cross-Reference** dialog displays.
3. Select **Reference Type**.
4. Click the arrow and select **Insert** reference to:
5. Verify that the **Insert as hyperlink** is checked.
6. Select the reference type from the **For which caption:** box.

Note: When using cross-references that use the captions or text, make the content italics. Ex: "see the *Screen Captures* section on *page 11* for processes."

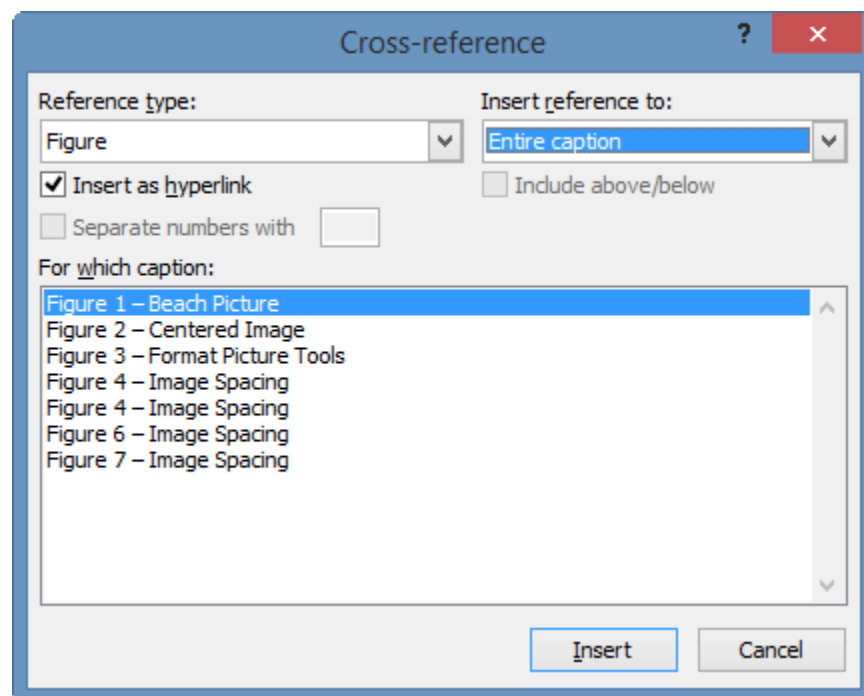


Figure 10 – Cross-Reference

Table 4. Cross-Reference

Reference Type	Insert reference to:	Situation
Numbered Item	Page Number, Paragraph Number	Use the page number for statements: "See page 7 for the process step for Process 1." Use the paragraph number for statements: "See Step 1 for additional details on Process 1." These two references can be used together.
Heading	Heading Text or Page Number	Use Heading text and page number together. "The General Conventions will show general document needs." "The General Conventions on page 3 shows the conventions most often used in a document."
Figure	Entire Caption, Page Number	When referring to figure, use the entire caption (Figure 2 – Beach Picture) to add specific details. Or refer the user to the page with the figure. "See page 12 for an image of the beach."
Table	Entire Caption, Only label and number, Page Number	When referring to table, use the entire caption (Table 2. Styles Table) to add specific details. Or refer the user to the page with the figure. "See page 19 for details on creating cross-references."