[Title]

Doc version | [Publish Date]

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Document Revision History

Date	Version	Comments/Changes
6/21/22		Updates

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Document Style Sheet (for the section header, use “ Section Header”)

1. Creating Content (for the subsection header, use “ Heading 1”)

1.1 Writing content for the document. (Use “ Heading 2” here.)

The correct font to use for all written content is Avenir Next LT Pro, available with Microsoft Word. All headings and titles should use the Avenir Next LT Pro Demi font. To write content for this document, be sure to set the text to ‘ Text,” located in the Styles option, above. This will automatically format all text in the correct style. To find Styles (if it is not already visible), click on Home and look for Styles. It will be located near or at the center of the screen. If the style needed (‘ Text”) is not shown in the menu, follow these steps to locate it (use these same steps whenever it is necessary apply a style from the Styles option).

1. Click on the small arrow in the lower right-hand corner.

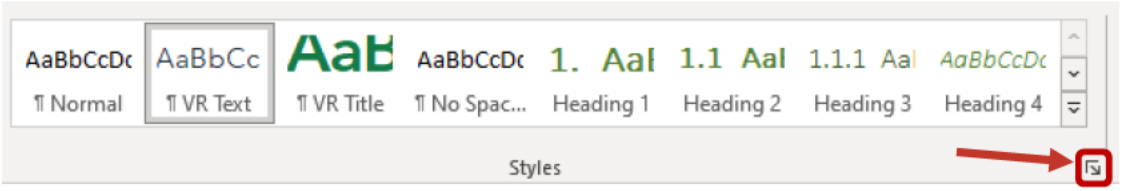

Figure 1: Style options group

2. Click on Options, located on the bottom right of the pop-up window.

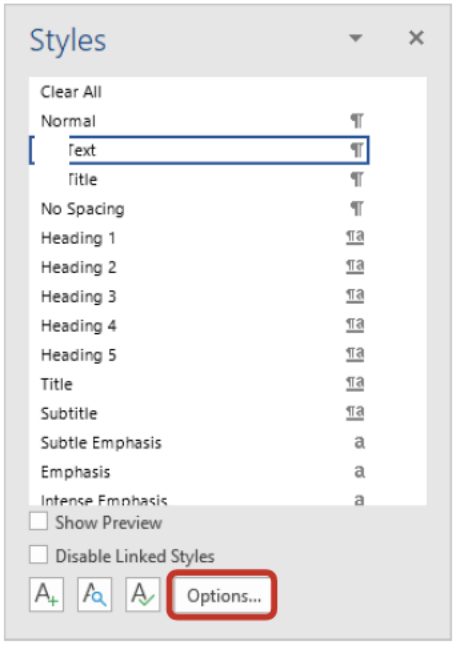

Figure 2: Options for Styles interface

3. Under Select styles to show, click the drop-down menu button.

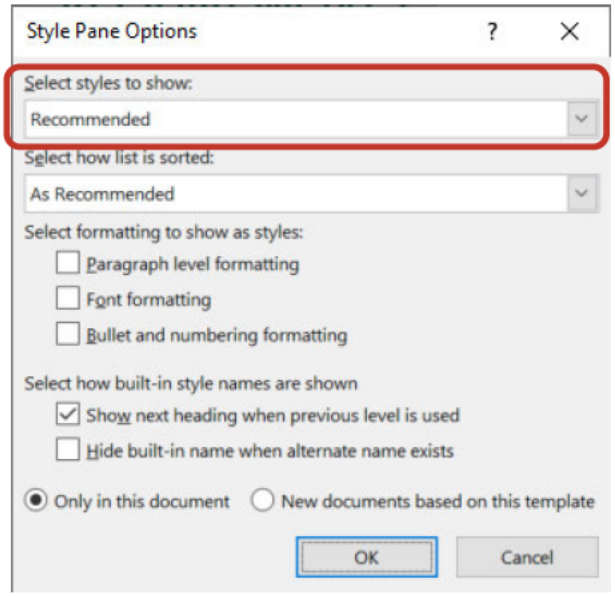

Figure 3: Style Pane Options interface

4. Select All styles and click OK.

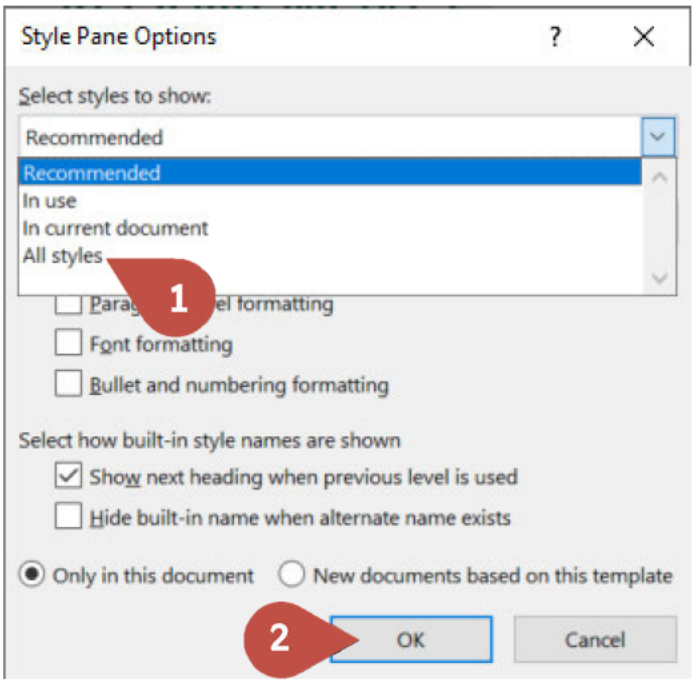

Figure 4: Style Pane Options drop-down menu

5. Search for and select the style needed, then click on X.

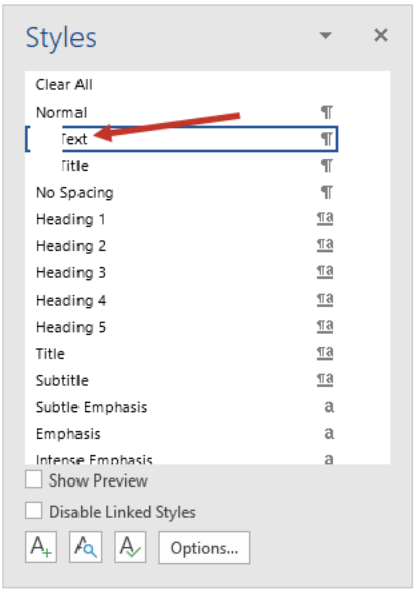

Figure 5: Choosing the correct style

If the font size, color, and/or other formatting are incorrect, simply click " Text" in the Styles interface to restore the correct formatting.

1.2 Formatting the title page

Use the default title page which comes with this document, including the large The title and date fields have been formatting as Document property fields, which help to organize the document within the responsible department's SharePoint page. Click on the appropriate field to input the document's title and the most recent publish date. The version field is not a document property field; please include the most recent version, using ' style guide for formatting. *

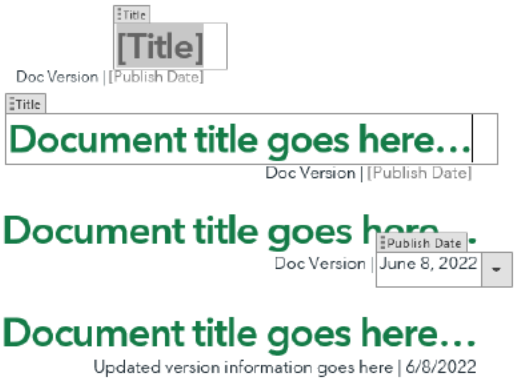

Figure 6: Adding the cover page information

*More information to come about how to correctly style the document version.

When editing the title or the publish date, do not delete the entire phrase. This will remove the document property format. Instead, click within the title or date, hit backspace and/or delete, and the document property box will appear. Edit the necessary information and click out of the box. Please note that entering the Title and Publish Date on the title page will automatically update the Title within the header and the Publish Date within the footer of the document.

1.3 Branding

Only use the updated branding, including logos, color schemes, and design guidelines. To find the latest branding, including any logos which are included by default with this template, please visit 'Canto page at canto.com. This template includes, by default, a custom Theme, which is found under the Design tab, where the following should be located:

Figure 7: Design tab interface

The colors are from the Style Guide, available via Cantos.

1.4 Formatting content

Begin paragraphs on the left margin, leaving a single space between paragraphs. The preferred order of emphasis is to start with bold and then move to italics. Use quotation marks only around instances of direct quotes. Please see the following on how to include quotation marks within the document.

For example, here's a look at changing values in . When demonstrating to readers the field where they should make adjustments or buttons they should click, write the field/button in bold and suggested field input text within quotations:

> To change the date and time in the fields, click within the input box and add a date in numerical form, such as "06/05/22." Hit Tab and add the time desired for the to start using 12-hour format, such as "05:55 PM." Do the same for the fields. Once the correct dates and times are input, click Update.

Figure 8: Interface

1.5 Adding Images

To add images, use the following procedure. It will help ensure that when the document is exported as a PDF file, all images and their layered parts will remain as intended.

First: go to Draw and click Drawing Canvas.

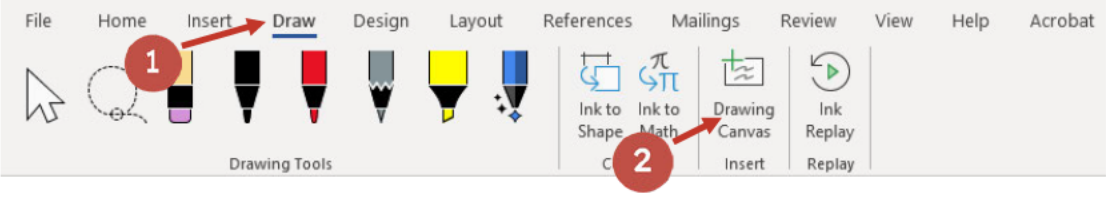

Figure 9: Draw interface

This will open a box on the page where the cursor is located.

Next: with the Drawing Canvas selected, go to Insert and select Pictures. Choose where the image is located, whether it is on the local device, is located online, or is a stock image. Insert the image of choice. Note that the image can only be as large as the canvas, so adjust the canvas's size as needed. Within the canvas, add pictures, shapes, and icons. Ensure that they are within the borders of the canvas, which should show as selected. Below, the selected canvas and the selected image both have their sizing handles visible.

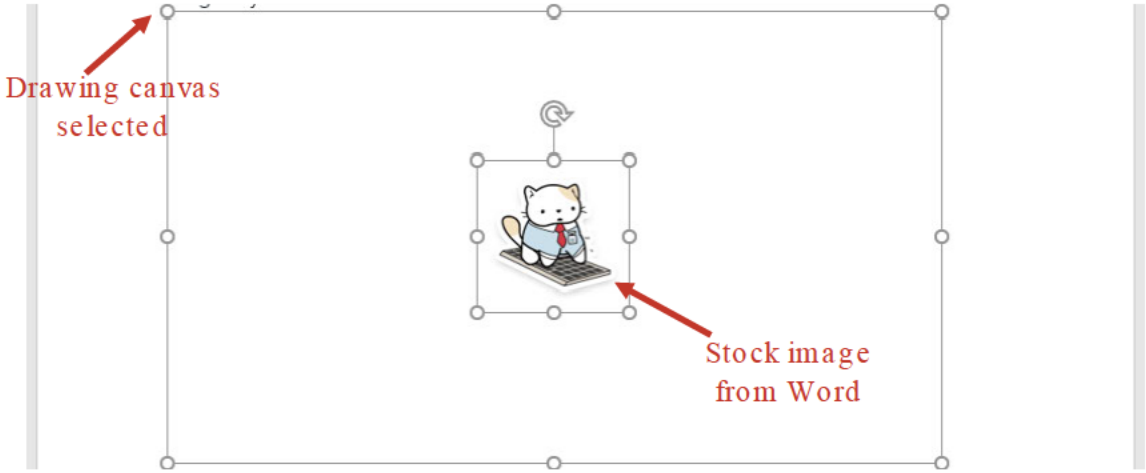

Figure 10: Drawing Canvas example

Layering images within the canvas will ensure, as noted before, that images will publish as intended when exported as a PDF file. The canvas also allows users to move images around freely within the borders, instead of dealing with the limitations of Word image placement.

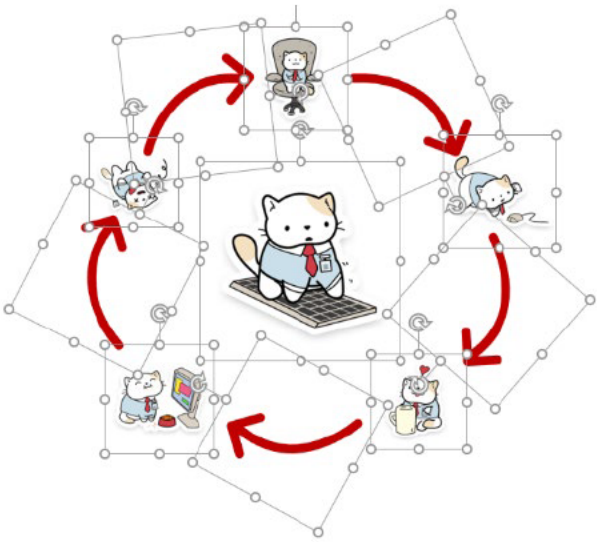

Figure 11: Layered images in a canvas, selected for visibility

When the graphic has been designed to suit what's needed, be sure to reduce the size of the canvas close to the size of the graphic to prevent unwanted blank areas. Leave a small buffer to make it easy for edits to be made, if necessary. Ensure that the image is centered on the page to help visually guide the eye of the reader to the graphic and to make it stand out from the surrounding text.

Finally: when the graphic is complete, right click on the drawing canvas and select Insert Caption.

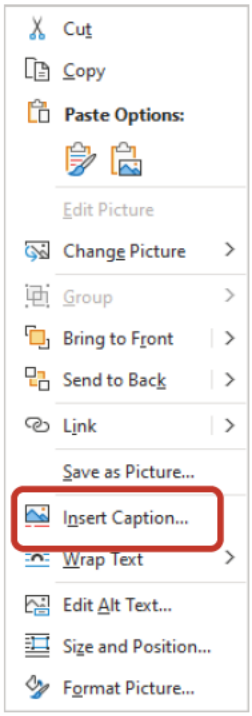

Figure 12: Right-click image interface

Each image should be given a short, descriptive label, following the format "Figure [number][colon] [description]." Add it to the Caption: input box and click OK.

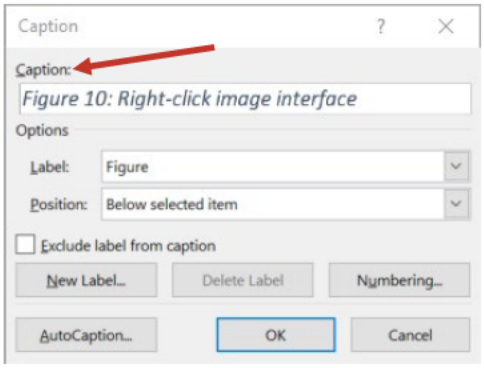

Figure 13: Caption interface

If the caption shows up in Word's default formatting, simply click " Caption" in the Styles interface, using the procedure outlined above, and the caption will display correctly. Be sure to center the caption below the image, which should also be centered.

1.6 Using Layers to Illustrate Graphics

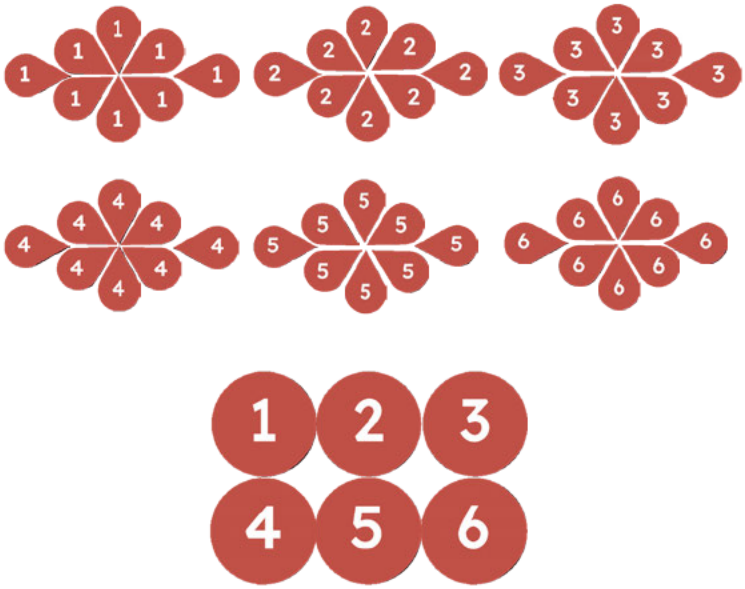

Figure 14: Individually selectable pointers and numbers

Use the above number pointers or numbers to illustrate the correct order to operations on a graphic. Each of the above pointers and numbers are individually selectable and can be copied and pasted into a different drawing canvas. Resize as needed.

The drawing canvas allows for easy layering of numbers, pointers, and arrows to illustrate the order of operations for a given process. Ensure that the correct drawing canvas is selected as active. To find the arrows, go to Insert and click on Shapes. Under Lines, chose the arrow:

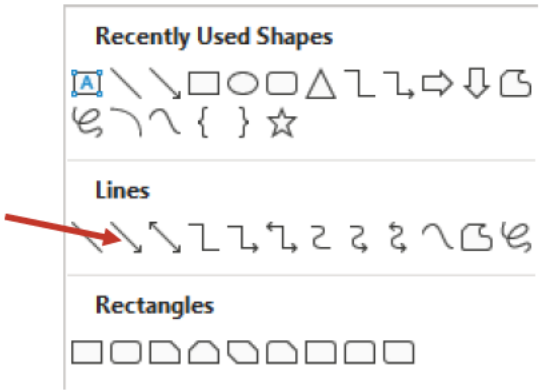

Figure 15: Shapes interface

To correctly format the arrow, make sure it is selected. Click on Shape Format, which will become visible at the end of the tab line in blue, above.

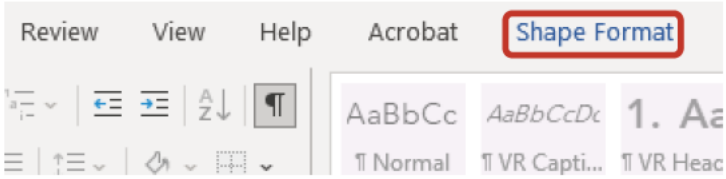

Figure 16: Shape Format interface

In the Shape Styles options, click on Shape Outline.

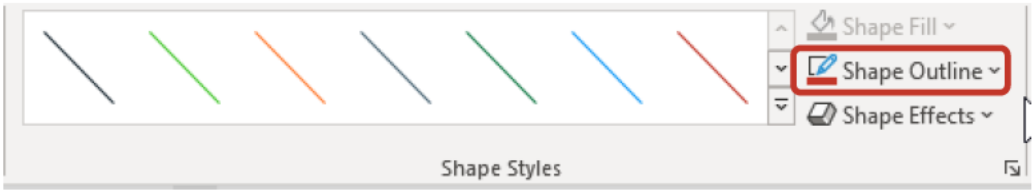

Figure 17: Shape Styles interface

Next, choose red from the Theme Colors and line Weight size 2¼ pt.

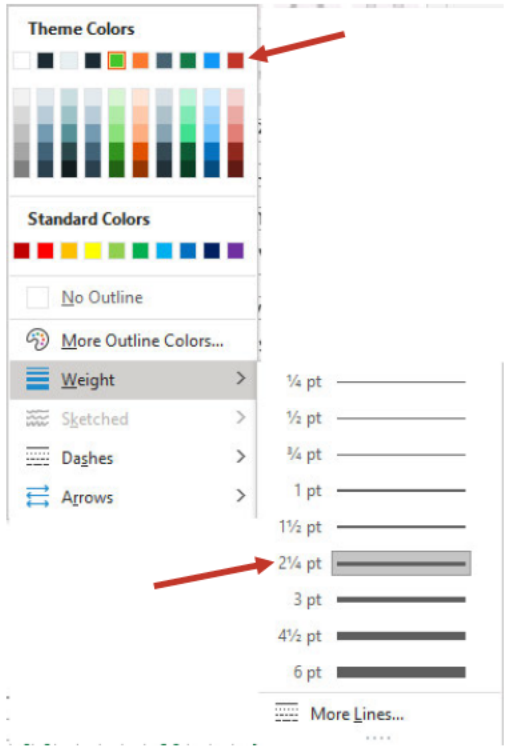

Figure 18: Choosing the correct Color and Weight

1.7 Layering Rectangles and More on an Image

To draw a rectangle on the graphic, choose Rectangle: Rounded Corners, which is located second from the left under Rectangles. Follow the instructions for the arrow, above, for the color and line weight.

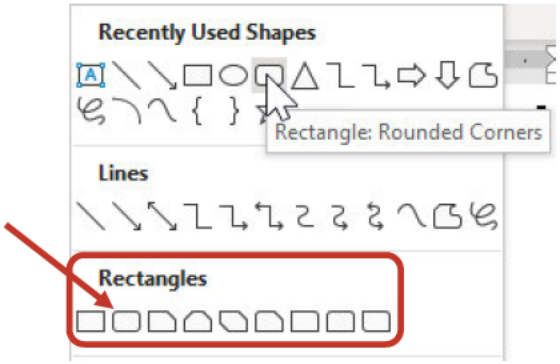

Figure 19: Rectangle interface

Under Shape Fill, be sure to choose No Fill for the interior of the rectangle so that the graphic is not obscured. Locate this in Shape Styles when the rectangle is selected and Shape Format visible.

Follow these steps for additional shapes; however, note that the rounded rectangle, the arrow, and the supplied numbers and pointers are preferred.

To add text to an image, click on Insert, Shapes, and under Basic Shapes, chose Text Box.

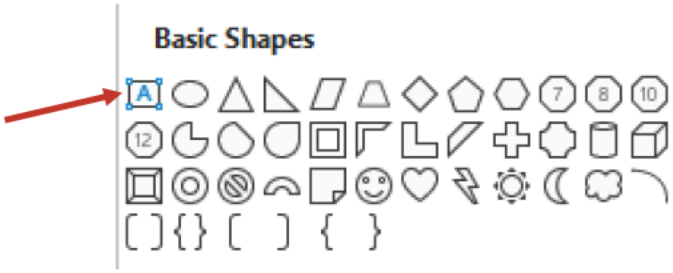

Figure 20: A small square with a letter in the center

Position and size the text box where needed.

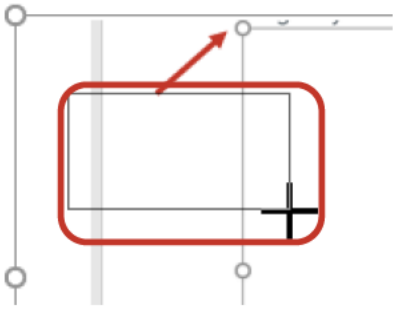

Figure 21: A text box being drawn

For the font, use Avenir Next LT Pro Demi, size 11, in red. With the text box selected, use Shape Format -> Shape Styles and select No Fill and No Outline. Do not use a background on the text unless necessary; if necessary, be sure to use the style sheet available on Canto for guidance on colors.

2. Additional Formatting Styles

This section will cover tables, bulleted and numbered lists, headers and footers, table of contents, and any remaining style issues.

2.1 Bulleted Lists

For bulleted lists, use Word's default style, as seen here:

- The primary bullet should be the solid black dot.
    - The secondary bullet (hit Tab) should be the outlined dot.
        - The tertiary bullet should be the solid square.
            - Etc.

- Repeatedly hitting Enter will return to an earlier bullet tab.
    - Avoid going more than one tabbed bullet per sub-bulleted section.

2.2 Numbered Lists

Use Word's default style for numbered lists but follow these steps to make the primary numbers bold:

Under the Home tab, go to the Paragraph group and click on the down arrow next to the miniature numbered list.

Figure 22: Numbered list interface

At the bottom of the pop-up window, select Define New Number Format…

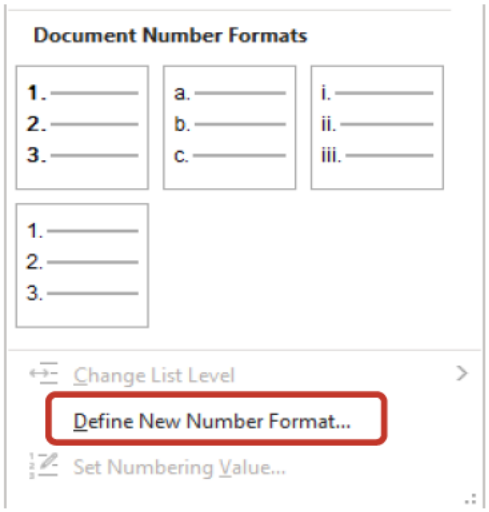

Figure 23: Defining the new list

In the next window which pops up, click on Font….

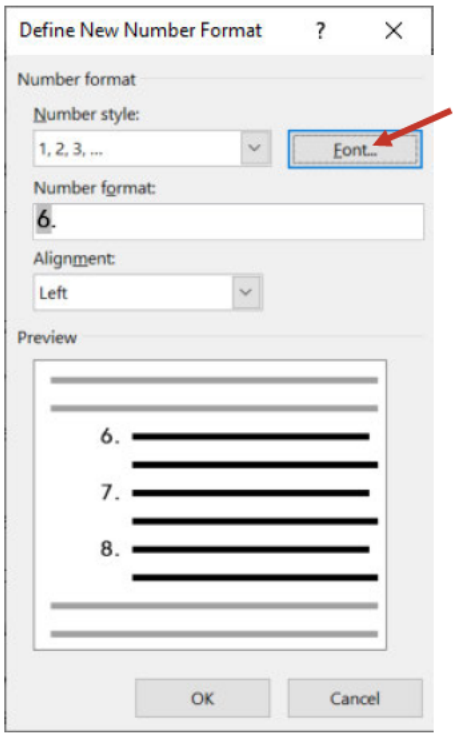

Figure 24: Define options

In the font selection window, choose Avenir Next LT Pro, font size Bold, and size 11.

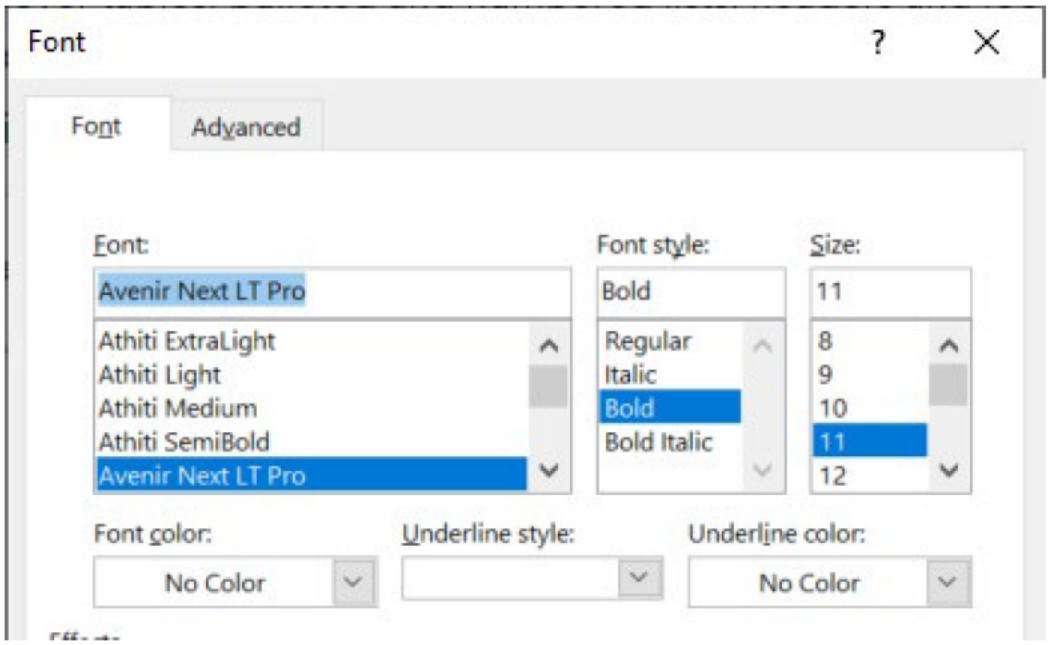

Figure 25: Selecting font options

The new font style will become part of the Numbering Library, making it easy to select.

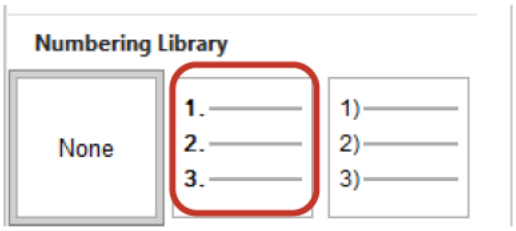

Figure 26: Located in the numbered list window.

Follow these numbered list best practices:

1. Make sure all numbered lists start with one
    a. Tabs within numbered lists follow traditional outline style conventions
        i. They will alternate between numbers, the alphabet, and Roman numerals.
            1. Etc.
2. As with bulleted lists, hitting Enter will return to an earlier number tab.
    a. Avoid going more than one tabbed number per sub-numbered section.

2.3 Creating Tables

Tables should use the following style. The header should have a light gray background (hex code #E8F1F2), while the remainder should have a white background. Use Avenir Next LT Pro for the font. Content should wrap to the next line to avoid changing column sizes. All tables must fit within a single page. For the header, center the column titles both vertically and horizontally. For the content rows, center the text horizontally and align along the bottom vertically, unless the cell covers two or more rows; in those instances, center the text within the cell both horizontally and vertically. Center the table on the page by right-clicking on it. Select Table Properties… and under the Table tab, look for Alignment and choose Center.

Table Title (size 10 font). Example Table text.

Column 1	Column 2	Split Columns Example	
		One	Two
Row 1		Sample text with wraparound	
Row 2			

Example Table notes.

2.4 Creating Checklists

If the document needs a checklist, please observe the following:

- ☐ Use Avenir Next LT Pro for the font.
- ☐ Avoid going smaller than font size 10, if possible.
- ☐ Keep the checklist confined to a single page, if possible.
- ☐ Set up the checklist using Word's bullet functionality.
- ☐ Using Define New Bullet, follow these steps if the open square is not already available as a choice:

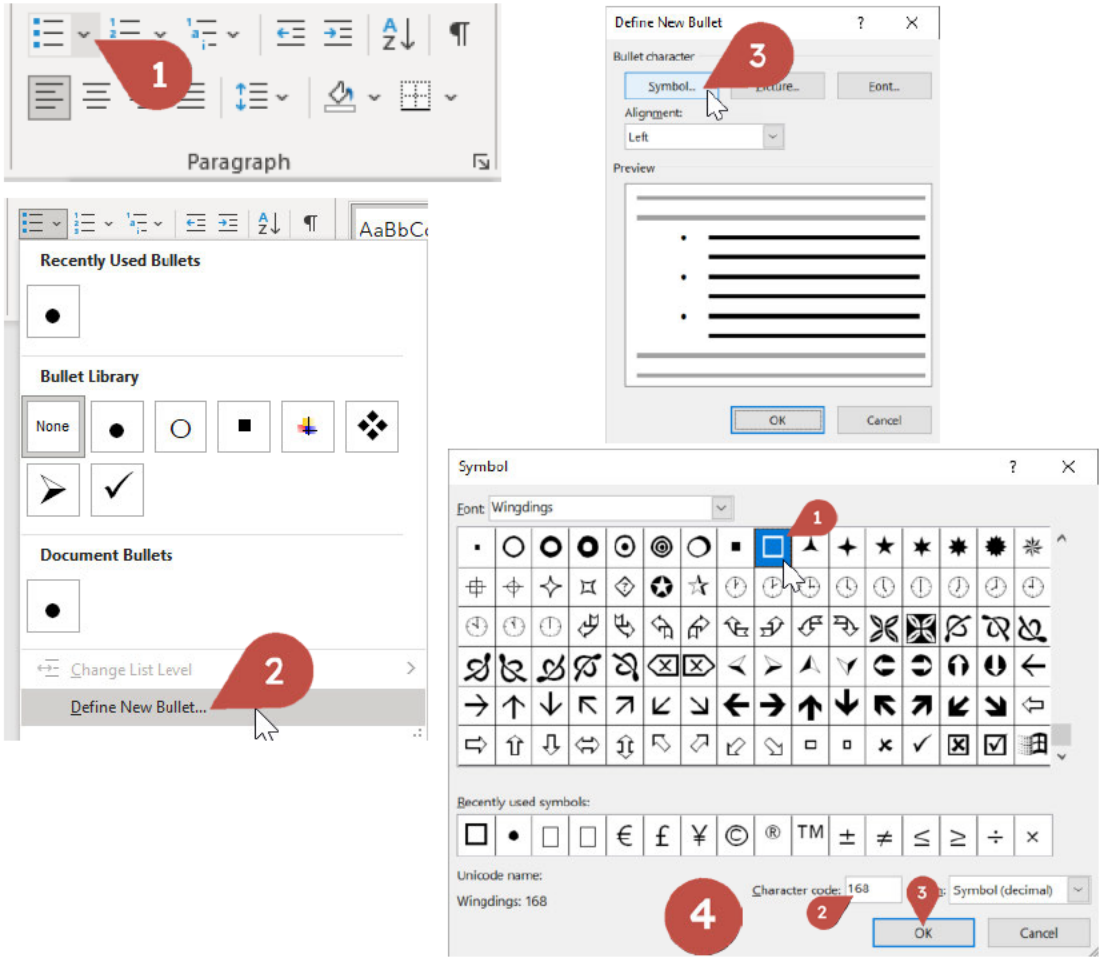

Figure 27: Define New Bullet interface

Each new area of the checklist should be signified by a return to the left margin:

- ☐ End each area line with a colon (:), as above.
    - For additional information, hit Tab for a secondary bullet point.

2.5 Updating Headers and Footers

Much of the information within the headers and footers will not change or will be updated automatically when the Document Property fields are used on the title page. However, the "Document Version" within the header will need to be updated with the correct version. Also make sure that the copyright year (footer) matches the current year. Double click within the

header field to begin editing it. Please ensure that both the document version and the copyright year are current. To exit the header & footer fields, click on Close Header and Footer:

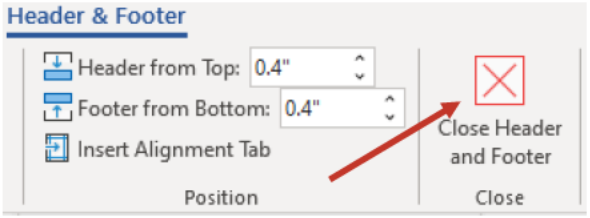

Figure 28: Closing Header & Footer

Within the footer, at the bottom right-hand corner, is "Page [x] of [y]." While [x] updates automatically, [y] will need to be updated. Double click on the footer and right click on [y]. Select Update Field and close the footer:

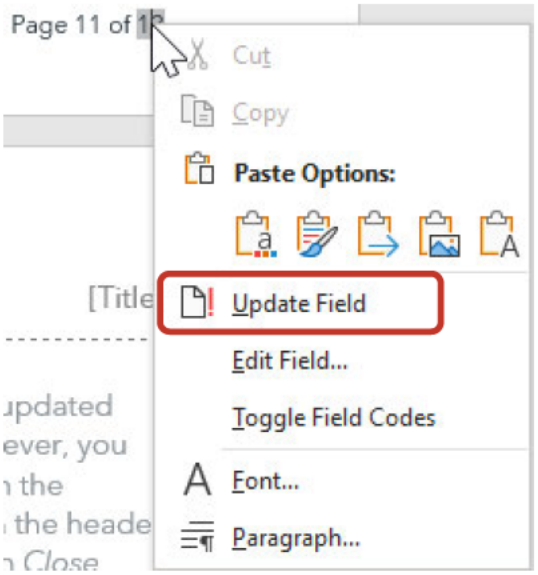

Figure 29: Updating Page [x] of [y]

2.6 Updating the Table of Contents

The document should include a table of contents (TOC) to assist the reader in finding what they need. This field is automatically generated and included as part of the document, but forcing an update is necessary so that it remains current.

First, click on the TOC. This will outline the field, indicating that it's being edited. Click on Update Table…

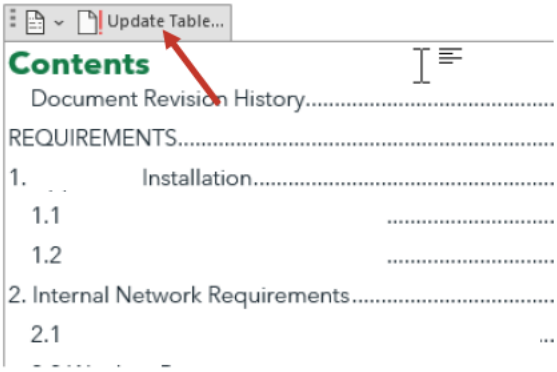

Figure 30: TOC interface

Next, there will be two options: Update page numbers only and Update entire table.

Choose Update page numbers only if the sections and subsections are all the same and only the page count has changed.

Choose Update entire table if any sections/subsections have been added, changed, or deleted. Click OK and the table will be updated.

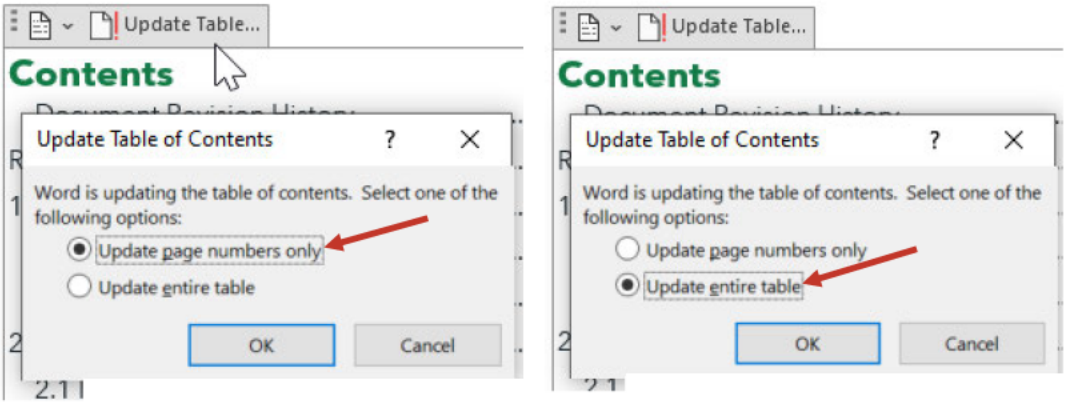

Figure 31: Updating the TOC

2.7 Starting a New Page

Start a new page only when necessary, such as starting a new section (for example, going from Section 2 to Section 3, but not from subsection 2.1 to subsection 2.2). When starting a new page within the document, avoid hitting Enter until the new page appears. Instead, best practices are to use Page Break, found under the Insert tab. For PCs, the keyboard shortcut is Ctrl+Enter. In Macs, use Command+Return. Using this allows the new page to remain as intended, even if pages of content are added prior to it.

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2.8 Informational Iconography

Throughout documentation, Warnings, Cautions, and Notes are used to draw attention to important information in the body of the text. It is important to pay attention to the content provided under these headings. Use the following graphics. Copy and paste the appropriate iconography and accompanying text; edit the text to reflect the needed information. It should be centered on the page, indented on both the left and the right sides to draw attention to it.

	WARNING: This symbol indicates a hazard that could cause death, serious personal injury or electrical shock.
	CAUTION: This symbol indicates a hazard that could result in property damage.
	Note: This symbol indicates additional information about a subject.
	Tip: Usage and best practice advice.

3. Template Status

This template should be considered a living document with frequent updates, so check frequently to make sure the latest style sheets are in use.

3.1 To Begin

To begin using this document, delete the instructions, above. A blank template is included below to ensure ease of use. Delete Sections 1 through 3; save the document in .docx format using the File -> Save As option, giving it a unique and readily identifiable name. Do not delete the title, header, or footer.

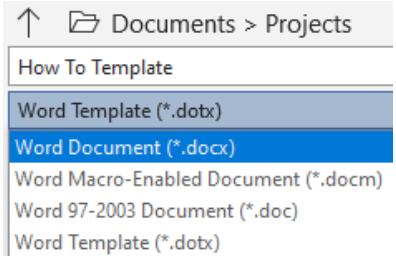

Figure 32: Save As interface

New Document Here

4. Section Title

Begin typing here. Please note that the actual content of sections/subsections should be adjusted to best suit your document's needs; the following is included for ease of use.

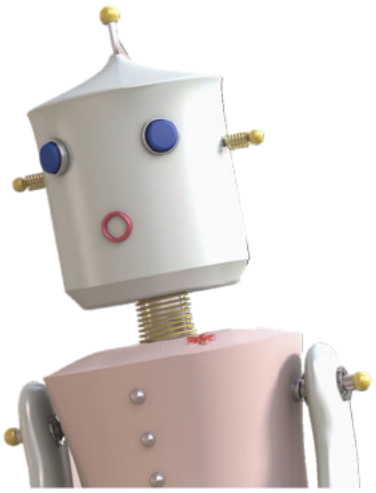

Figure 33: A Surprised Bot

4.1 Subsection Title

- Bullet one
    - Secondary bullet
        - Tertiary bullet

1. Outline style (bold numbers)
    a. Additional details
        i. Details about the details

4.1.1 New Title Here

Table Title Here

Header Row	Column Header Title	Et Cetera
TableText1	Avenir Next LT Pro, size 9	

Additional table information, if needed