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Quality Assurance: Documentations


Style and Format

Documents should be saved in the repository in its creation format, either .docx or .pages. When the document is finalised It should also be saved in the corpus folder as a .pdf.

The ANEXD logo must be at the top left of each documentation document. Top right should be the documents information. This should be use the body format. The body format is either Helvetica Neue (MacOS) or Arial (Windows) at size 12 and medium font. Body text has a spacing of 1.3. Title again in either font, size 24, orange and bold weight. Subtitle is light weight on either font and size 18. Single spaces on title and subtitle.

Default Format

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