



Roland Document Style

Quick Reference Guide

Introduction

This style guide is intended to be used by technical writers working for the Roland Corporation to create documentation for the company's electronic musical instruments. The style definitions presented in this guide are to be used in manuals and instruction booklets for these instruments. Technical writers working on manuals should save this document and reference it often to ensure uniformity across the documentation for all Roland products.

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Page Styles

Style	Rule(s)	Example(s)
Page size	<ul style="list-style-type: none"> Pages are to conform to the standard letter size with a width of 8.50 inches and a height of 11.00 inches. 	N/A
Page margins	<ul style="list-style-type: none"> Use 0.80 inches for the left, right, top, and bottom margins. 	N/A
Page headers and footers	<ul style="list-style-type: none"> Use a height of 0.18 inches for a page's header and footer. Use a spacing value of 0.20 inches for the footer and header. Do not use any margins. Do not write text in the header In the footer, include the page number in 10 pt. black Arial font followed by the document title in 12 pt. black Arial font. Align text to the right. 	Roland document style guide 1
White space	<ul style="list-style-type: none"> When separating two related images or an image from related text on a page, use at least 0.25 inches of white space between them but no more than 0.50 inches. Never place images outside of the document margins. If a paragraph or table row is broken across a page, insert white space to the end of the first page and move the entire paragraph or row to the next page. 	N/A

Heading Styles

Style	Rule(s)	Example(s)
Heading font type	<ul style="list-style-type: none"> Use bold Arial. 	This text uses bold Arial .
Heading font size	<ul style="list-style-type: none"> Use 24 pt. text. For every heading nested under the first, subtract 4 from the font size. In a document, no header should be smaller than the body text. 	<h1>Heading 1</h1> <h2>Heading 2</h2>
Heading font color	<ul style="list-style-type: none"> Use an RGB (red, green, blue) value of 255, 89, 21. 	
Heading formatting	<ul style="list-style-type: none"> Do not indent headers. Use a value of 0.18 inches for spacing above the header and a value of 0.08 inches for spacing below the header. 	<p>This text is above the header.</p> <h2>Example</h2> <p>Take notice of white space above and below the header.</p>

Body Text Styles

Style	Rule(s)	Example(s)
Body text font type	<ul style="list-style-type: none"> Use Arial. 	This text uses Arial.
Body text font size	<ul style="list-style-type: none"> Use 12 pt. text. 	Body text should look like this.


Body text font color	<ul style="list-style-type: none"> • Use black. 	
Body text formatting	<ul style="list-style-type: none"> • Do not indent body text. • Separate paragraphs with one row of space between them. • Use a value of 0.00 inches for spacing above and below body text. 	<p>When paragraphs start, they should not be indented.</p> <p>Separate paragraphs with a row of space as above.</p>

Table Styles


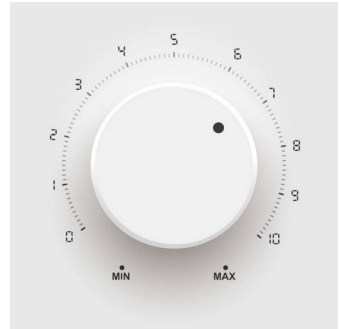

Style	Rule(s)	Example(s)
Table font type	<ul style="list-style-type: none"> • Use Arial for table contents. • Use bold Arial for column titles and row titles. 	<p>This text uses Arial.</p> <p>This text uses bold Arial.</p>
Table font size	<ul style="list-style-type: none"> • Make all text in the table 12 pt. 	N/A
Table colors	<ul style="list-style-type: none"> • Use white for column titles. • Use black for other text. • Use the RGB value 190, 200, 233 for the table border • Use the RGB value 45, 110, 150 for the background of the cells that contain column titles. 	


Table formatting	<ul style="list-style-type: none"> • Use no padding around the outside of the table. • Use 0.10 inches of padding inside the table. • Tables should be labeled with a header above them. • Tables should completely span the width of a page's margins. 	N/A
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Graphics

Style	Rule(s)	Example(s)
Images	<ul style="list-style-type: none"> • Use images where text alone may not describe a concept or where text will be ambiguous without an image. • Place images near to the text they are relevant to. See the “white space” style on page 2 for more information. • Do not include non-logo images that have no associated text or explanation. • Do not obscure any other element within the document with an image. • Use only images of Roland products. 	 <p>The gain knob controls the output level of the instrument and has a scale of 1 to 10.</p>

The Roland logo	<ul style="list-style-type: none"> • If placing the Roland logo somewhere in a document where it is not present for visual impact (e.g. when it present for trademark reasons or is very small) use the top-most logo in the example column to the right. • If the logo is included in the document prominently so as to catch the reader's eye and/or enhance the visual presentation of the document, use the bottom-most logo in the example column to the right. 	
Other logos	<ul style="list-style-type: none"> • Logos of other companies, organizations, and non-Roland products should not be larger than those of Roland. 	N/A

Color Usage

Style	Rule(s)	Example(s)
Color application	<ul style="list-style-type: none"> • Use colors to draw the reader's eye to important information (e.g. to a new section). • Keep the page background white. • Use only permissible colors within a document except when colors appear in an image. 	N/A
Permissible colors	<ul style="list-style-type: none"> • RGB values are as follows: <ul style="list-style-type: none"> ◦ 255, 255, 255 ◦ 0, 0, 0 ◦ 190, 200, 233 ◦ 45, 110, 150 ◦ 255, 89, 21 	

Abbreviations

Abbreviation	Meaning
CV	Control voltage
DCO	Digital controlled oscillator
GM	<i>General MIDI</i> specification
GS	Roland GS— <i>general standard</i> MIDI specification
LA	Linear arithmetic
MIDI	Musical instrument digital interface
Mono	Monaural or monophonic
PCM	Pulse code modulation
Stereo	Stereophonic
TVA	Time variant amplifier
TVF	Time variant filter
VCO	Voltage controlled oscillator