Document Guidelines

First Draft

Authors:

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Updated:

Scope:

* Introduction to this document itself
  + Intended audience
  + Brief overview of each section below
* Audience:
  + Developers
  + Customer
  + Configuration/administration
* Style guidelines
  + Format – Latex or html, or something easy to convert to html and pdf
  + Size of headers
  + Fonts used for:
    - Regular text
    - Code examples
    - Warnings
  + Margins/Page sizes 🡨 good reason to use LaTeX
  + Floating Images:
    - At least 300 DPI
    - Must bear a caption and be referenced in the text
    - Must be cross referenced
  + Inline Images
    - Icons are OK, but nothing larger. Only use standard icons from the program.
  + Table guidelines:
  + Formatting of Code:
    - Indented by on both sides…?
  + \*I recommend DocBook/LaTeX.. see LyX
* Documentation Guideline format differences, if any?
  + API documentation for developers
  + Configuration documentation
  + User documentation
  + Marketing/brochures guidelines?
* Distribution list
  + Developers
  + Customer
  + TA
* Process to release a document
  + Person/team selects who writes the first draft
  + Selected person/people review it, make recommended changes
  + Submit to TA/Customer for acceptance
  + Make any necessary changes, and resubmit
* Storage /archival
  + Can use google docs to work on current copy
  + Archive past/final version in GIT repository
* Release announcements:
  + Posted on project page
  + We need a project management page/software\*\*\*
* Revision list
  + Should we show changes in each revision? Separate document?
  + References formatting style
  + Index, which keywords to include? What’s the process?