Volume

1

Bucks Fire alarm system

Professional, Fail-Safe Fire Alarm System Management

Product Standard

* The following documentation standard is for the user manual version 1
* This document standard is written for Bucks Fire Alarm Systems
* This document standard is written for project software release Prototype: 1.1

General

1. All points must be valid and justified
2. There must be no spelling errors or mistakes
3. Titles should be underlined and bold
4. Information must not be too complex
5. Document must be 80g /m white paper
6. Document must have a front cover sheet
7. Reader must be made aware the volume addition
8. Reader must be made aware who the product is indented for
9. Reader must be made aware of the product version
10. Font size and style must keep consistent
11. A list of functions for specific device must be given to the customer
12. Margins must be set to 2.54 from every direction
13. images must be relevant

fRONT PAGE - PAGE 1

1. Volume number to be displayed on the top left
2. Logo to be displayed on the top right
3. Company name to be displayed in the top centre of the page
   1. Company name to be in font Arial, Size 22
4. Slogan to be displayed underneath the title
   1. Slogan to be in font Garamond, Size 22
5. Document title to be displayed at the bottom of the page
   1. Document title to be font Garamond, Size 77

fRONT PAGE - PAGE 2

1. Slogan to be displayed in the header
   1. Slogan to be font Garamond, Size 9
   2. Slogan to be all in upper case
2. Title to be displayed under the slogan in the header
   1. Title to be font Arial, Size 24
3. Image of product front panel to be displayed in center of page two
4. Copyright information to be in footer
   1. Copyright font Garamond, Size 9
   2. Slogan to be in font Garamond, Size 22

table of contents

1. Title ‘Table of Contents’
   1. Title font to be font Arial, Size 22
   2. Font color must be light gray
2. Table of contents to be in a text box
3. Chapter numbers title each chapter
   1. Chapter numbers in font Calibri light, Size 10
   2. Chapter numbers color to be dark gray
4. Chapter names to be in italics
5. Document title to be displayed at the bottom of the page
6. Page numbers must be inputted next to chapter name

Content

1. Chapter title to be on the top right of the page
2. Chapter name to be in the top center of the page
   1. Chapter name must be Arial, size 22
   2. Chapter color must be light gray
3. Chapter outline must be written underneath title
   1. Chapter outline to be Garamond, Size 14
   2. Chapter outline to be in Italics
   3. Chapter outline must remain brief and relevant
4. Summary of Chapter to be written underneath welcome
   1. Summary to be Garamond, Size 14
   2. First letter must be Garamond, Size 57
5. Important extra information must be put into “Heading 7” style
6. Any images must be labeled and named “figure”
   1. Label must be Garamond, Size 12
   2. Label must be Italics
7. Any images referenced must be called by their name
8. Any images that may be relevant to paragraph must be named
9. If information is explained in further/previous chapter reader must be notified
10. Subtitles must be inputted when subject is changing
    1. Subtitles must be Arial, Size 16
    2. Subtitles must be color light gray

Review

1. Complete a spell check
2. Ensure page numbers and contents page are corresponding
3. Check all images are relevant
4. Check margins are correct
5. Check headers and footers are correct
6. Check font sizes and faces are correct
7. Check chapter numbers are clearly displayed