Style Guidelines

Distributed Fence Monitor Capstone

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# General

## Consistency

For consistency, all styles must be set to automatically update when modified. It is a good idea to use this document as a starting point for future documents.

## Margins

Margins are to be narrow. It gives us more space to work with but is wide enough for most printers.

## Page Breaks

Add a page break between major headings.

## The Table of Contents

The table of contents should start on the first page immediately after the title page. It does not get a number, and it’s heading does not get included in the TOC. The fonts are that of Heading-1 and Normal. There are two levels, indented so that the numbers of the second are aligned with the text of the first.

# Fonts

## Document Title

The document title shall be centered or right aligned, size 32pt SF Pro Display font. Zero spacing before and after, 1.5 between, and 4 returns from the top of the page. Text below the title has no specific font, but it must be smaller than the title. Sizes 11-14 are preferred, and document pairs should match.

## Headings

The higher-level headings are left-aligned, size 18pt Arial Nova font, bold, with the whole-line underline enabled. The tier 2 headings are reduced to size 14pt and have decimal numbers on the left. They’ve also been given 3pt after-spacing.

## Body Text

Body text is size 11pt Proxima Nova. Arial Nova also acceptable, but do not mix in one document. This also applies to the style in the TOC and any tables.

## Subtitles & Captions

Captions are Times New Roman 9pt font in the color “black text 1 lighter 50%”, centered beneath the figure.

## Document Header

The CML header and page numbers shall be Times New Roman 10pt, bold, italicized.

# Numbering

## Example

Look at how nice the numbers are on this document. Do this so that the TOC is automatically updating!

# Tables

Use one of the two styles below as appropriate. Center them on the page. Right-click, table properties, Alignment: center, OK

|  |  |  |
| --- | --- | --- |
| Example Data Table | Conditions | Result |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Example Appendix | Details |
|  |  |
|  |  |
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