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Type hierarchy

Use sentence case for all headlines, subheads and body copy. Physical locations, product names, company names and all proper names should be title case.

Headline

Metric Bold, sentence case, stacked, left aligned.

Section header

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Header, subhead and body copy

Metric Light/Bold (Italic for emphasis), sentence case, stacked, left aligned.

File naming convention for new documents

To maintain consistency and continuity, be sure the file name of your Word document reflects the document type   
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Collateral considerations

Adjusting font size and leading (for translation only)

Font size and leading can be reduced or increased by 2 points maximum to adjust for translations.

Footnotes and disclaimers

Footnotes should appear on the same page they are noted in the text. The size of disclaimers can   
be adjusted in the template when necessary.

Additional pages

All interior pages are intended to flow from the introduction page. To create interior pages, duplicate the introductory page and replace the headline and introductory paragraph with an image or body copy. For odd-number page counts, additional pages may be created using full-color backgrounds with key messages or quotes. This helps maintain an even page count for printing purposes.

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Using Microsoft Word template

The Microsoft Word templates provided here include placeholder copy and images. They are for guidance and inspiration only. We recommend that you replace placeholder copy and images with real copy and images, one section at a time, to familiarize yourself with the template. Different types of text within a document such as headlines, subheads and body copy each have their own pre-set style within the template. Apply these styles when formatting text, especially when inserting text from a different document.

Be sure to update the header, the product, solution or service. To import images, right-click and select “Change Picture” to swap out placeholders for your preferred images. Since some of the documents in the collateral system have different headers and footers for different pages within the same document (for example, the last page is different from all the other pages), do not delete the section breaks included in the template since that will produce incorrect and inconsistent results.

Footnotes

Use References>Insert Footnote to add a numeral reference in the body text. The corresponding footnote will appear at the bottom of the page.

Figure captions and table captions

For figure and table captions, use custom styles to format the text (hpe\_table\_caption, hpe\_figure\_caption). The numbers will automatically increase sequentially. Do not use References>Insert Caption.

Table of contents, List of figures, List of tables

Table of contents, List of figures and List of tables will automatically format as content is added to the document. Go to “References” and click “Update Table” (or right-click and “Update “Field”) to see changes. Hyperlinks within the document are also created automatically.

Table style

Tables should be the full width of the page within the margins or else align with the left margin. Body copy remains above and below tables. Using the custom table style hpe\_table will format the basic grid structure, but table text will need to be formatted using the appropriate customs styles (hpe\_table\_heads, hpe\_table\_body). Tables can be modified as needed. See table example in the template for reference: type is aligned left, bold and/or HPE green as needed; line weights are ¼ point.

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| R.01.00 | 26.Apr.10 | Rajan | Coral, Perez | Initial Baseline |
| R.01.01 | 20.Jun.10 | Rajan | Coral, Perez | Updating hpe logo (header) |
| R.01.02 | 8.Apr.11 |  |  | * Updated the file name, Org name etc., as per the recent Organization Announcement * Revised the Distribution List * Added separate sections for Document Information, Distribution List & Document Version History in addition to the Template Information, Distribution List & Template Version History |
| R.01.03 | 27.Apr.11 | Chandrappa, Prashanth | Perez, Coral Ma | Approved |
| R.01.03 | 05.Apr.13 | Kulkarni | Macdonald, Angus | Updated the link |
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# Section header

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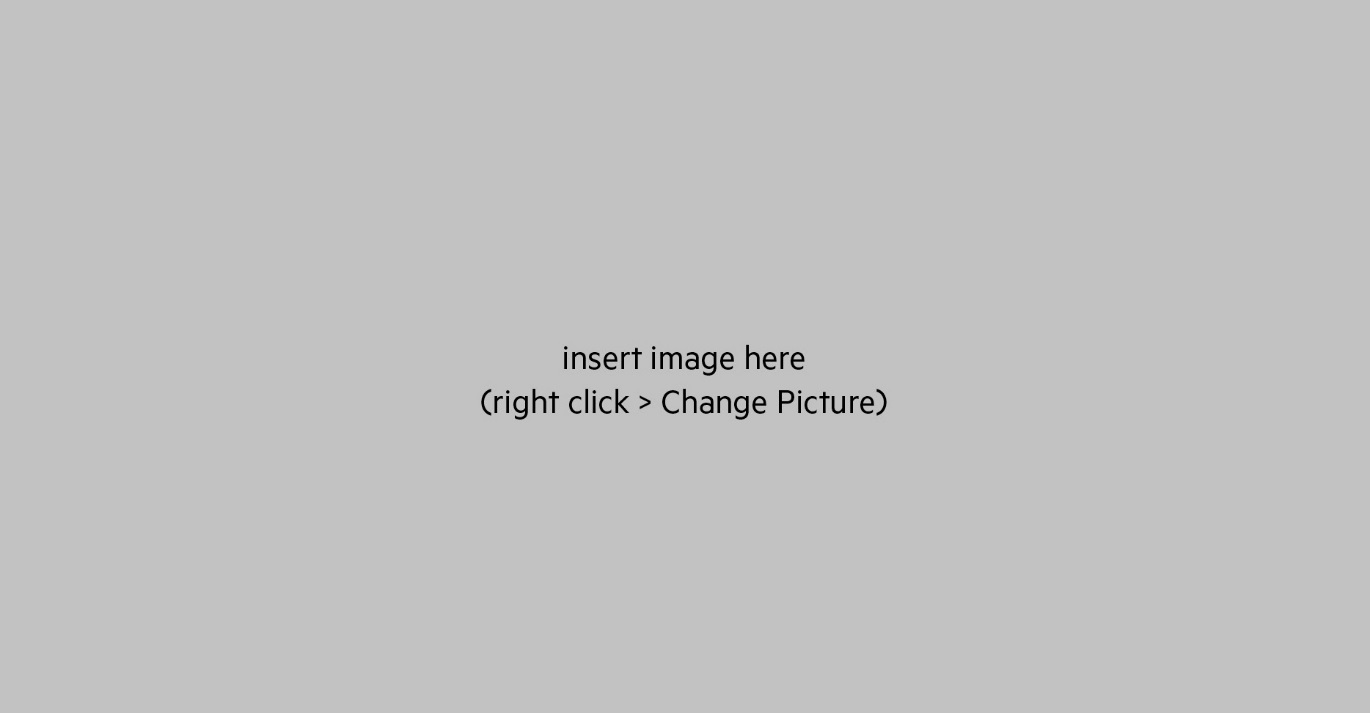
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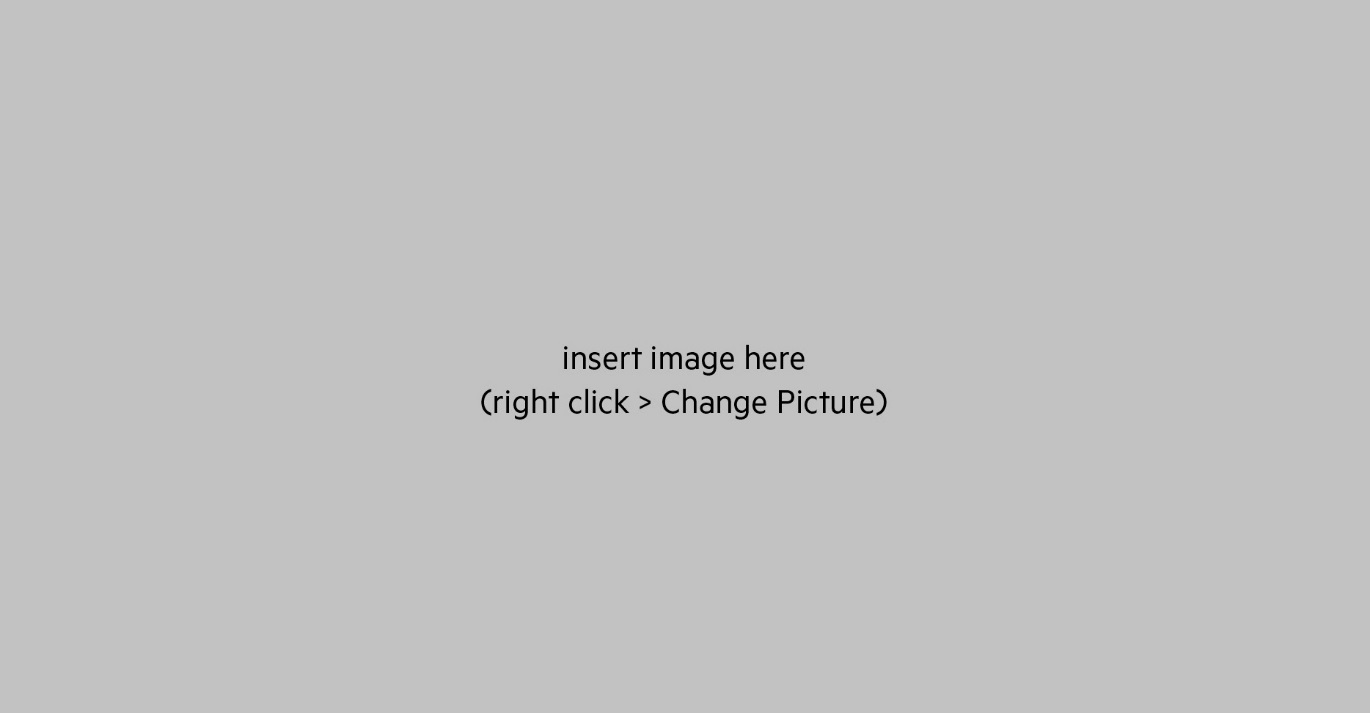
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application | Total TB | high performance drives in TB | SATA drives  in TB | Marks |
| File share | 16 |  | 16 |  |
| HPC ARCHIVE | 24 |  | 24 |  |
| Library Digital Archive | 5 |  | 5 |  |
| A CHANGE HERE! | 3 | 3 |  |  |
| Research - AY14/15Use ‘Research – AY13/14’ as a reference. | **130** | **15** |  |  |
| Totals | 603 | 104 | 499 |  |

1. Caption here

## Headline level 2

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2. Footnote text here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla nec lorem a est volutpat suscipit. Nulla faucibus nisi sit amet mauris iaculis vehicula. [↑](#footnote-ref-2)