



# ***INITECH***

# Style Guide

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STANDARDIZED GUIDE FOR TECHNICAL  
DOCUMENTATION

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# Overview

This guide was created to standardize all internal technical documentation at Initech. The guide itself uses the proper styling and should serve as a template for any documentation being published within the company.

All technical documentation at Initech should be written using the Associated Press style. The official AP style guide should be consulted for any items not addressed in the Initech company style guide.

Documentation should be drafted and reviewed using Microsoft Word, then once finalized, saved as a PDF (Portable Documents Format) to be uploaded to the Initech documentation library.

## Tone

At Initech, a large part of our success as a company is due to excellent internal communication between teams. This extends to our documentation. Details are extremely important, but never forget that the readers should feel that their time is valued. To accomplish this, all of our documentation should be direct, yet maintain a friendly tone.

## Readability

We are an innovative tech company, but not all members of the Initech family are as technical-minded as others. A document may be viewed by employees from a wide range of departments at Initech, from engineering to accounting. It is important that all of our documentation must be clear and readable for every employee of the company.

# Page Size and Layout

All pages should be set on standard 8.5-inch by 11-inch paper. Margins should be 1 inch on all sides. Only standard white paper should be used for documentation.

All text should use left alignment. Diagrams, graphics, or other images may use center alignment.

## Footers

Each page of every document should have a footer. The footer can be added by navigating in Microsoft Word to the “Insert” tab, selecting “Footer” and choosing the top option called “Blank”. The rules for the footer are as follows:

- The bottom left of the page should have the Initech company logo inserted. The logo should have a height of 0.5 inches and a width of 0.72 inches.
- The bottom right of the page should use the “Bold Numbers 3” page numbering available in Microsoft Word. To find this option, double-click on the footer you have created, and then in the “Header & Footer” tab, select “Page Number” and choose “Bold Numbers 3”.

## Spacing

Within paragraphs, single spacing should be used.

At the end of a section of text that is to be followed by a new header, two 12-point lines should be skipped. This creates an appropriate amount of white space to let the reader know they are moving to a new section of text.

When a list is used, it should be created using the list tools in the “Paragraph” section of the Home tab. There should be one 12-point space between each item on the list. Bullet points should be used for non-ordered lists and numbers should be used for ordered lists.

## Borders

Every page of documentation should have a page border.

To add the border, navigate in Microsoft Word to the Design tab and select “Page Borders”. Make sure you are on the “Page Border” tab of the window that pops up, then select the first option in the “Style” list, choose Initech Grey as the color, and set the width to 3-point. Make sure the option to apply the border to the whole document is selected.

Refer to the color section of this guide for more information on colors.

# Colors

All documentation should use only the three colors from the official Initech company logo, along with standard white. This will help to maintain consistency across all internal technical documentation.

The other colors that may be used are the following:

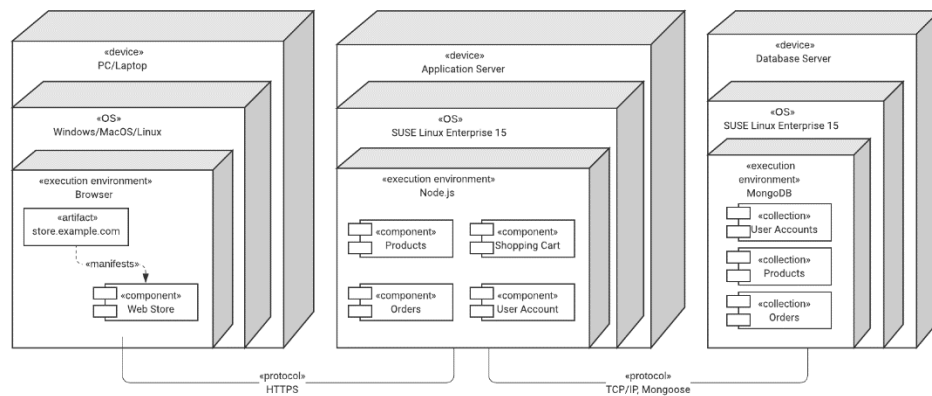
Initech Teal	Initech Black	Initech Grey
Hex #56B19F RGB 86/177/159 HSL 168/51/52 CMYK 51/0/10/31	Hex #121315 RGB 18/19/21 HSL 220/14/8 CMYK 14/10/0/92	Hex #D4D4D4 RGB 212/212/212 HSL 0/0/83 CMYK 0/0/0/17

The Initech colors will need to be added as custom colors in Microsoft Word. To do this, navigate to the Design tab, select “Colors” and choose “Customize Colors”. Each of the “Theme Colors” must be selected and customized using the “More Colors” option to enter the color codes given above.

These are the only colors approved by Initech management to be used for technical documentation at this time.

## Graphics

Any graphics, diagrams, or other images should be in black and white or grayscale. No colored graphics are permitted on technical documentation without explicit permission from Initech management. This is in order to minimize distractions and conform to company standards. An example of an appropriately-colored graphic is below:




The one exception to this rule is the company logo, which may be either in color or in black and white.

## Use of Company Logo

The Initech company logo represents our brand and everything we do for our customers. The company logo must be present in the footer on the bottom left corner of every page of technical documentation, per the footers section.

The company logo should also be present on all cover sheets. It can either be in color or in black and white. Below is an example of proper usage of the logo on a cover sheet:



# T.P.S REPORT

## COVER SHEET

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

System: \_\_\_\_\_ Program Language: \_\_\_\_\_ Platform: \_\_\_\_\_ OS: \_\_\_\_\_

Unit Code: \_\_\_\_\_ Customer: \_\_\_\_\_

Unit Code Tested: \_\_\_\_\_

Due Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Test Date: \_\_\_\_\_ Tested By: \_\_\_\_\_

Total Run Time: \_\_\_\_\_ Total Error Count: \_\_\_\_\_

Error Reference: \_\_\_\_\_

Errors Logged: \_\_\_\_\_ Log Location: \_\_\_\_\_

Passed: \_\_\_\_\_ Moved to Production: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONFIDENTIAL

When appropriate, the logo may also be used elsewhere in a document. Only the two forms below may be used:





# Heading Text

No more than 3 tiers of headers should be used. Each should only use the font sizes and colors specified below. Refer to the color section for specific color codes.

## First Header

The first header level should be in 24-point **bold** Arial font and use Initech Black.

## Second Header

The second header level should be in 20-point Arial font and use Initech Teal.

## Third Header

The third header level should be in 16-point Arial font and use Initech Black.

## Body Text

All body text should be in 12-point Arial font and use Initech Black. The only exception to this is when the text is on a background that makes it difficult to see. In this situation, standard white text is acceptable.

When emphasis is appropriate, bold or italicized text may be used. Bold text should be used for heavy emphasis, and italics should be used for light emphasis.

# Company Abbreviations

Keep abbreviations to a minimum. This is to avoid causing confusion for Initech employees with limited technical knowledge.

When abbreviations are necessary, be sure to spell out what they mean the first time they are mentioned.

For example: “Test Procedure Specification” reports are often referred to as “TPS” reports. These should be called “Test Procedure Specification” reports the first time they are mentioned in a document, and “TPS” reports each time they are mentioned after that.

# Conclusion

Applying these guidelines to all technical documentation at Initech is essential for maintaining consistency across all business areas. This consistency plays a major role in helping Initech continue to innovate and create high-quality products.

This guide is subject to change by Initech management at any time.

For any questions, please contact Bill Lumbergh, Division Vice President.