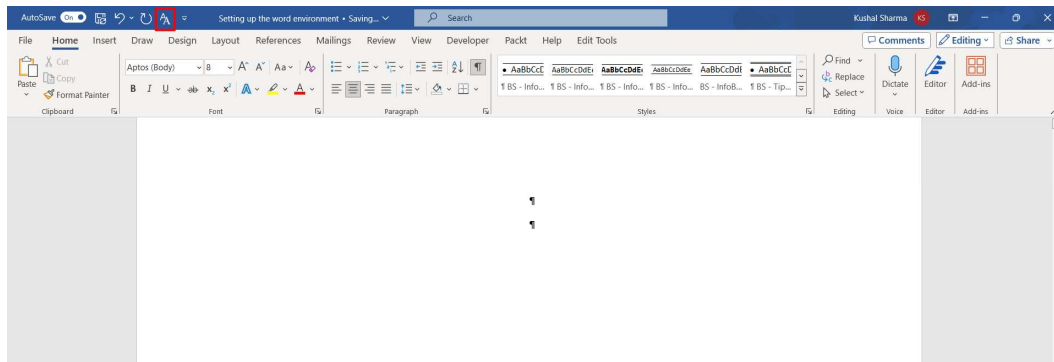
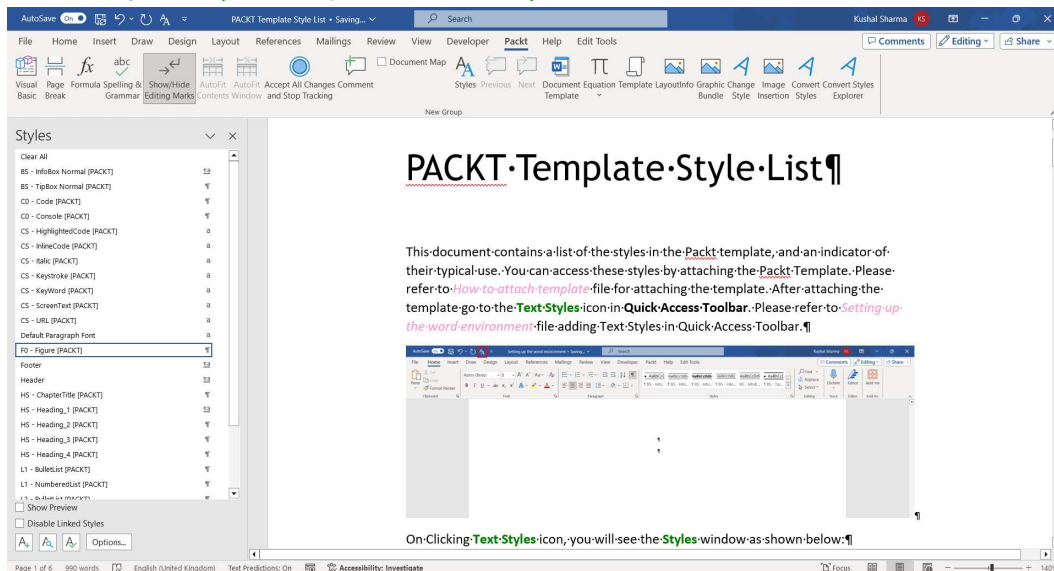


Style Guide

This document contains a list of the styles in the Packt template, and an indicator of their typical use. You can access these styles by attaching the Packt Template. Please refer to [How to attach template](#) file for attaching the template. After attaching the template go to the **Text Styles** icon in **Quick Access Toolbar**. Please refer to [Setting up the word environment](#) file adding Text Styles in Quick Access Toolbar.

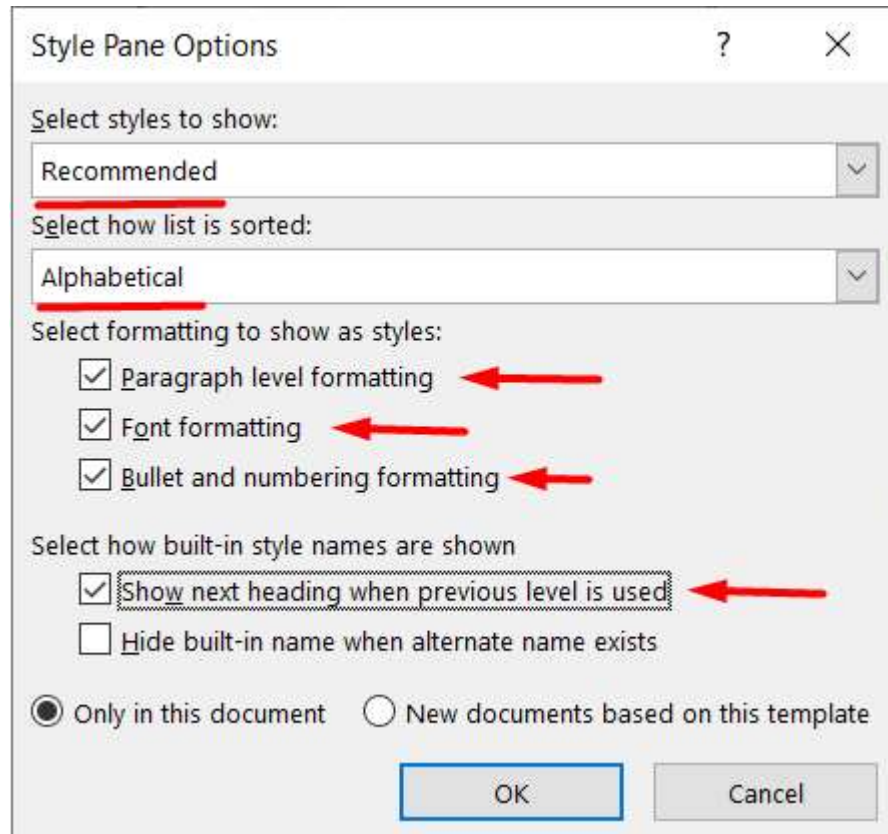


On Clicking **Text Styles** icon, you will see the **Styles** window as shown below:



Click on **Options** in **Style** window and change the following configurations:

1. Set **Select styles to show:** to **Recommended**
2. Set **Select how list is sorted:** to **Alphabetical**
3. Checkmark the following options:
 1. **Paragraph level formatting**
 2. **Font formatting**
 3. **Bullet and numbering formatting**
 4. **Show next heading when previous level is used**



Use these to apply appropriate styling to the content you are writing.

Styles

The styles in the Packt Template are thoughtfully categorized into the following criteria:

- Heading styles
- Paragraph styles
- Character styles
- List styles
- Figure styles

- Code styles
- Object styles
- Table styles
- BM styles
- FM styles
- Highlighting styles
- Other styles

Heading styles (HS)

Heading styles define the structure of a document by indicating different levels of section and subsection headings.

Here's the structured definition for all six heading levels:

HS – ChapterNumber

- **Purpose:** Used for chapter numbers.
- **Shortcut:** Alt + C + N
- **Illustration:**

1

HS – ChapterTitle

- **Purpose:** Used for chapter titles.
- **Shortcut:** Alt + C + T
- **Illustration:**

Introduction to Automation

HS – Heading 1

- **Purpose:** Used for Level 1 headings (main section titles).
- **Shortcut:** Alt + H + 1
- **Illustration:**

Example: Chapter 1: Introduction

HS – Heading 2

- **Purpose:** Used for Level 2 headings (subsections under Level 1).
- **Shortcut:** Alt + H + 2
- **Illustration:**

Example: 1.1 Background

HS – Heading 3

- **Purpose:** Used for Level 3 headings (subsections under Level 2).
- **Shortcut:** Alt + H + 3
- **Illustration:**

Example: 1.1.1 Research Objectives

HS – Heading 4

- **Purpose:** Used for Level 4 headings (subsections under Level 3).
- **Shortcut:** Alt + H + 4
- **Illustration:**

Example: 1.1.1.1 Study Scope

Paragraph styles (PX)

Paragraph styles control the overall appearance of body text, including font, alignment, indentation, line spacing, and paragraph spacing. These styles ensure consistency across the document.

Here's the structured definition for all three styles:

P0 – Paragraph

- **Purpose:** Used for paragraph text.
- **Shortcut:** Alt + P + 0
- **Illustration:**

The dictionary defines automation as “the technique of making an apparatus, a process, or a system operate automatically.” We define automation as “the creation and application of technology to monitor and control the production and delivery of products and services.”

P0 – ParagraphCenter

- **Purpose:** Used for center paragraph text.
- **Illustration:**

The dictionary defines automation as “the technique of making an apparatus, a process, or a system operate automatically.” We define automation as "the creation and application of technology to monitor and control the production and delivery of products and services.”

P1 – Paragraph

- **Purpose:** Used for paragraph text (level 1).
- **Shortcut:** Alt + P + 1
- **Illustration:**

The dictionary defines automation as “the technique of making an apparatus, a process, or a system operate automatically.” We define automation as "the creation and application of technology to monitor and control the production and delivery of products and services.”

Character styles (CS)

Character styles apply to individual words or phrases within a paragraph, modifying font attributes such as bold, italics, underline, superscript, subscript, or color. They do not affect paragraph-level formatting.

Here’s the structured definition for all eight styles:

CS – BoldItalic

- **Purpose:** Used to highlight character as bold and italics.
- **Shortcut:** Alt+I,B
- **Illustration:**

The dictionary defines *automation*

CS – Keyword

- **Purpose:** Used to highlight character as bold.
- **Shortcut:** Alt+K
- **Illustration:**

The dictionary defines **automation**

CS – Italic

- **Purpose:** Used to highlight character as italic.
- **Shortcut:** Alt+I
- **Illustration:**

The dictionary defines *automation*

CS – ScreenText

- **Purpose:** Used to highlight character as ScreenText (which reader can see on the screen).
- **Shortcut:** Alt+S+T
- **Illustration:**

The dictionary defines **automation**

CS – InlineCode

- **Purpose:** Used to highlight character as code in text (which reader can see in the code).
- **Shortcut:** Alt+C+I
- **Illustration:**

The dictionary defines *automation*

CS – URL

- **Purpose:** Used to style URLs.
- **Shortcut:** Alt+U
- **Illustration:**

<https://amazon.com>

CS – Subscript

- **Purpose:** Used to highlight character as Subscript.
- **Shortcut:** Alt+S+U
- **Illustration:**

The dictionary defines *automation*

CS – Superscript

- **Purpose:** Used to highlight character as Subscript.
- **Shortcut:** Alt+S+P
- **Illustration:**

The dictionary defines *automation*

List styles (LX)

List styles define the formatting for ordered (numbered) and unordered (bulleted) lists. They specify indentation, bullet types, numbering formats, and spacing between list items.

Here's the structured definition for all nine styles:

L1 - Bullet

- **Purpose:** Used for level 1 bullet list.
- **Shortcut:** Alt+B+1
- **Illustration:**
- The dictionary defines *automation*

L1 - Numbered

- **Purpose:** Used for level 1 numbered list.
- **Shortcut:** Alt+N+1
- **Illustration:**
- 4. The dictionary defines **automation**

L1 - Alphabet

- **Purpose:** Used for level 1 alphabet list.
- **Shortcut:** Alt+A+1
- **Illustration:**
- a. The dictionary defines *automation*

L2 - Bullet

- **Purpose:** Used for level 2 bullet list.
- **Shortcut:** Alt+B+2
- **Illustration:**
 - The dictionary defines **automation**

L2 - Numbered

- **Purpose:** Used for level 2 numbered list.
- **Shortcut:** Alt+N+2
- **Illustration:**
- 5. The dictionary defines automation

L2 - Alphabet

- **Purpose:** Used for level 2 alphabet list.
- **Shortcut:** Alt+A+2
- **Illustration:**
- a. The dictionary defines automation

L3 - Bullet

- **Purpose:** Used for level 3 bullet list.

- **Shortcut:** Alt+B+3
- **Illustration:**
 - The dictionary defines **automation**

L3 - Numbered

- **Purpose:** Used for level 3 numbered list.
- **Shortcut:** Alt+N+3
- **Illustration:**
 1. The dictionary defines automation

L3 - Alphabet

- **Purpose:** Used for level 3 alphabet list.
- **Shortcut:** Alt+A+3
- **Illustration:**
 - a. The dictionary defines automation

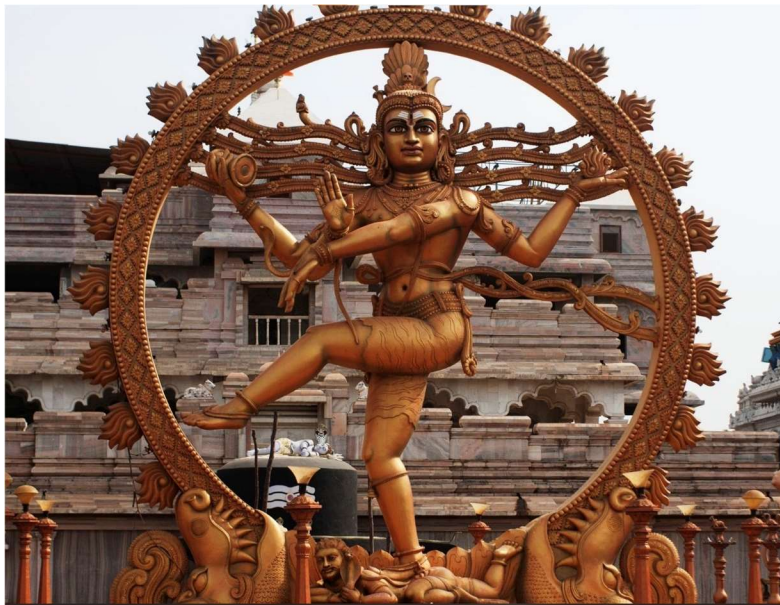
Figure styles (FX)

Figure styles apply to images, graphs, tables, and illustrations. They dictate size, placement, captions, numbering, and alignment within the document.

Here's the structured definition for all two styles:

F0 - Figure

- **Purpose:** Used for level 0 figure.
- **Shortcut:** Alt+F+I
- **Illustration:**



F0 - FigureCaption

- **Purpose:** Used for level 0 figure caption.
- **Shortcut:** Alt+F+C
- **Illustration:**

*The dictionary defines **automation***

Code styles (CX)

Code styles define the formatting for displaying programming code within documents. They ensure that code is presented in a readable and consistent manner, enhancing understanding and readability for developers or readers.

Here's the structured definition for all five styles:

C0 - CodeBlock

- **Purpose:** Used for level 0 Code block.
- **Shortcut:** Alt+C+B
- **Illustration:**

```
print("this is packt style guide")
```

C0 - ConsoleBlock

- **Purpose:** Used for level 0 Console block.
- **Shortcut:** Alt+C+O

- **Illustration:**

```
pip install pandas
```

C1 - CodeBlock

- **Purpose:** Used for level 1 Code block.
- **Shortcut:** Alt+C+1
- **Illustration:**

```
print("this is packt style guide")
```

C1 - ConsoleBlock

- **Purpose:** Used for level 1 Console block.
- **Shortcut:** Alt+C+P
- **Illustration:**

```
pip install pandas
```

CS- HighlightedCode

- **Purpose:** Used for highlighting particular instance of code or console block
- **Shortcut:** Alt+C+H
- **Illustration:**

```
print("this is packt style guide")
```

```
pip install pandas
```

Object styles (I/T/QS)

Object styles define the appearance and positioning of non-text elements such as info and tip boxes. They control borders, fills, shadows, and alignment.

Here's the structured definition for all three styles:

I - InfoBox

- **Purpose:** Used for Info Box
- **Shortcut:** Alt+B+I
- **Illustration:**

```
print("this is packt style guide")
```

T - TipBox

- **Purpose:** Used for TipBox.
- **Shortcut:** Alt+T+I
- **Illustration:**

```
pip install pandas
```

QS - Quote

- **Purpose:** Used for adding someone's quote.
- **Illustration:**

"This new packt template is fantastic"

Table Styles (TS)

Table styles define how data tables should be formatted in documents to ensure they are easy to read and visually appealing. These styles control the borders, background colors, text alignment, and font choices for tables.

TS - Table

- **Purpose:** Used for styling content inside in table.
- **Shortcut:** Alt+T+N
- **Illustration:**

Heading	Heading
Content	Content

Other styles

C - Comment

- **Purpose:** Used to add layout info or to communicate anything with Production Designer that needs to be done at the time of Layouts.
- **Shortcut:** Alt+C+F
- **Illustration:**

Please add Figure B19027_01.png here

C - Citation

- **Purpose:** Will be used by author to add Index Entries.
- **Illustration:**

Automation

