15-Sep-2025@22:21

Formatting Technical Memo with Quarto

A minimum example using the quarto-tech-memo extension

First Author @ Magic Technologies SA

> Summary This is an minimum technical memo containing the usual elements of technical writing: figure, table, equation, citation, bibliography, code snippet, and appendix. The document is rendered to PDF by Quarto with a custom extension which provides several styles A memo style (inspired from Tufte handout style) for brief report, a 2-column paper style for scientific article, and a A3 poster style. The PDF is rendered with the modern Typst engine, which is built into Quarto.

Keywords: Quarto, technical writing, memo, paper, poster

1 Overview

The minimum example contains all standard elements of a technical writing to illustrate the formatting styles provided by the quarto-tech-memo extension. Let's start with some math: $e^{\pi i}+1=0$ is an inline equation, Eq. (1) is a numbered equation. Here is a physical quantity with unit: $1\mu T$ (1 microtesla), note the thin non-breaking space. In IEEE legacy PDF, one need to use the math mode or the SI unit package to render the greek letters.

300 × 100

$$\nabla \times \mathbf{B} = \mu_0 \mathbf{J} + \mu_0 \varepsilon_0 \frac{\partial \mathbf{E}}{\partial t}$$

[1] is a citation in IEEE style. Figure 1 shows a numbered figure. Table 1 is a numbered table

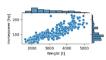


Figure 1: Figure caption

Table 1: Example of engineering table

Parameter	Symbol	Тур	Unit
Hall sensitivity	S_{H}	0.2	V/T
Effective nr. of bits	ENOB	12	-

Syntax highlighting is supported in code spinnet too. Moreover, callout hoves are available for tips, notes, warnings, and important remarks, with appropriate icons

Python code snippet
return (x**2) if square else x

i Markdown syntax

The manuscript is written in Markdown, a plain-text easy syntax

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[1] G. Close, "Technical Writing and Publishing Data-Rich Articles with Quarto," Sep. 22, 2022. [Online]. Available

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including small inline image. 300 × 100 They shouldn't be used in 2-column paper style.) Eq. Equation 1 is a numbered equation. Here is a physical quantity with unit 1 µT (1 microtesta), note the thin non-breaking space. In IEEE legacy PDF, one need to use the math mode or the SI unit package to render the greek letters.

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Figure 1: Figure caption Table 1: Example of engineering table Parameter Symbol Typ Unit S_H 0.2 V/I Effective nr. of bits ENOB 12 -

Syntax highlighting is supported in code snippet too. Moreover, callout boxes are available for tips, notes, warnings, and important remarks, with appropriate icons or colors.

return (x**2) if square else x

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poster

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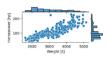


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Parameter	Symbol	Тур	Unit
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def f(x, square=True): # Python code snippet return (x**2) if square else x

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References

G. Close, "Technical Writing and Publishing Data-Rich Articles with Quarto," Sep. 22, 2022. [Online]. Available: https://towardsdatascienc. com/be-thical-writing-and-amblishing-data-rich-articles-with-marto-data

memo

Formatting Technical Memo with Quarto

First Author¹© ¹Magic Technologies SA Email: *abc@email.ch

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