

## Official Memo - Monstera Inc.

TO: Technical Writing Team

FROM: Jen Vacendak, Team Lead

CC: Dale Harbinger, Project Manager

SUBJECT: Style Guide Changes

Date: February 14, 2022

This memo outlines the changes made to the company's style guide, for immediate use by the technical writing team. The changes are directly in line with Monstera's incentive to update its corporate image for younger audiences. The changes are detailed below, with their corresponding section title and page number:

Section	Page	Description
1.1.0 – Fonts	9	Font changed to Arial
2.1.1 – Logo	12	Shade of green updated to #15bf26
3.5.1 – Banners	17	Shade of green updated to #02421a
5.2.0 – Headings	24	Color for text headings updated to #0c00f0
6.1.1 – Technical Notation	32	Naming conventions for variables changed for code samples
6.1.2 – Technical Notation	47	Font changed to Courier for code samples
8.1.0 – Use of Emojis	54	Now allowed in certain contexts

The new style guide is stored on the server for your reference at this location: *Y:\Style Guides\Current\User Manual\StyleGuide.pdf*.

If you have any questions regarding the changes, please feel free to reach out to me at *jvacendak@monstera.com*.