# KFS User Documentation

# Style Guide

##### What Are Styles?

A style is a set of formatting characteristics, such as font name, size, color, paragraph alignment and spacing. Some styles even include borders and shading. When you use styles to format a document, you can quickly and easily apply a set of formatting choices consistently throughout your document. Additionally, the use of styles allows MS Word to handle large documents (up to 500 pages) efficiently and effectively without storing the formatting characteristics in each spot where styles are used.

The alternative to styles is direct formatting—the approach most writers are familiar with. To apply direct formatting for boldface type, for example, you either click CTRL + B or click the bold icon at the top of the screen. Direct formatting is an efficient method of formatting text, and it leads to many problems (inconsistent final results, system crashes, etc.) during the document production stage. For this reason, **KFS user doc writers and editors must use styles rather than direct formatting at all times**.

##### How to Attach the Template and Apply Styles

All styles for KFS user documents are stored in the [C1H\_NOMARGIN.dot](https://wiki.kuali.org/download/attachments/21981/C1H_NOMARGIN.DOT?version=1&modificationDate=1293136062628) template. Download this template from the link above and store it wherever your Word templates are stored (often in the C:\Documents and Settings\[your name]\Application Data\Microsoft\Templates directory).

To attach this template to the Word document in which you’re writing KFS documentation:

1. Open the document in Word 2007.
2. Click the  icon in the upper left corner of the screen.
3. At the bottom of the window that displays, click **Word Options**.
4. In the left column of the Word Options window, click **Add-Ins**.
5. Near the bottom of the Add-Ins window, select **Templates** from the **Manage** pulldown list and click **Go**.
6. In the Templates and Add-Ins window, click **Attach**.
7. Browse for and select C1H\_NOMARGIN.dot.
8. Check the **Automatically update document styles** box.
9. Click **OK**.

With the template attached, you can now apply styles as needed throughout your document. To do so, you may select styles either from the Styles task pane or from the Styles group in the Home tab in Word 2007.

To display the Styles task pane, click ALT + O and then click S.

##### KFS Standards for Use of Styles

In all KFS user documentation, apply styles as indicated below.

###### Styles for Formatting Headers

Style formatting of headers varies slightly, depending on whether the file you are working in covers one or more KFS modules or high-level topics.

Headers in a Document Covering Only One Module

If your document covers only one module, apply styles as indicated in this table.

|  |  |
| --- | --- |
| **Heading** | **Style** |
| Module name at top of document (for example, Effort Certification) | Heading 1 |
| Introduction  Batch Processes (user doc for some but not all modules includes this section)  Accessing [Module Name] Functions  All section headings referring to groups of e-docs on menus (such as Transactions, Administrative Transactions, Custom Document Searches) | Heading 2 |
| Within a level 2 section, all subsection headings referring to a menu choice the user clicks on in the Main, Maintenance, or Administration menu (for example, Cash Control) | Heading 3 |
| Document Layout (within the level 3 heading for a subsection on an e-doc or other function accessed from a KFS menu)  Process Overview (within the level 3 heading for a subsection on an e-doc or other function accessed from a KFS menu)  Example (within the level 3 heading for a subsection on an e-doc or other function accessed from a KFS menu) | Heading 4 |
| All subsection headings containing names of tabs (within the Document Layout subsection—for example, Cash Control Details Tab)  Business Rules (within the Process Overview subsection)  Routing (within the Process Overview subsection)  In the Process Overview section, all subsection headings containing names of unique procedures (for example, Initiating an Advance Deposit Document) | Heading 5 |
| All lower level subsection headings within a level 5 subsection | Heading 6 |

Headers in a Document Covering Only One Module

If your document covers only one module, apply styles as indicated in this table.

|  |  |
| --- | --- |
| **Heading** | **Style** |
| Name of this group of modules (for example, Core Functions) | Heading 1 |
| Module name at top of a section for a specific module (for example, Capital Asset Management) | Heading 2 |
| Introduction  Batch Processes (user doc for some but not all modules includes this section)  Accessing [Module Name] Functions  All section headings referring to groups of e-docs on menus (such as Transactions, Administrative Transactions, Custom Document Searches) | Heading 3 |
| Within a level 3 section, all subsection headings referring to a menu choice the user clicks on in the Main, Maintenance, or Administration menu (for example, Pre-Asset Tagging) | Heading 4 |
| Document Layout (within the level 4 heading for a subsection on an e-doc or other function accessed from a KFS menu)  Process Overview (within the level 4 heading for a subsection on an e-doc or other function accessed from a KFS menu)  Example (within the level 4 heading for a subsection on an e-doc or other function accessed from a KFS menu) | Heading 5 |
| All subsection headings containing names of tabs (within the Document Layout subsection—for example, Asset Detail Information Tab)  Business Rules (within the Process Overview subsection)  Routing (within the Process Overview subsection)  In the Process Overview section, all subsection headings containing names of unique procedures (for example, Displaying Asset Detail) | Heading 6 |
| All lower level subsection headings within a level 6 subsection | Heading 7 |

#### Styles for Formatting Lists

|  |  |
| --- | --- |
| **Type of List Item** | **Style** |
| * Bulleted item | C1H Bullet |
| * Bulleted item indented within a numbered list | C1H Bullet 2 |
| * Bulleted item indented within a bulleted list (both the level of indentation and the bullet style set it apart from the level 1 bullet items) | C1H Bullet 2 |
| 1. Numbered item in a list (typically steps in a procedure or process) | C1H Number |
| 1. Numbered item indented within another numbered list | C1H Number 2 |
| New paragraph indented at same level as a bulleted or numbered item but without the bullet or number on the left | C1H Continue |
| New paragraph indented at same level as a level 2 bulleted or numbered item but without the bullet or number on the left | Heading 4 |