[Blank Template]

[Subtitle]

# Overview

MetaBrainz speaks in a friendly, direct and easily understandable manner. We:

* use plain, simple, language when possible
* use short sentences
* use an active voice (avoid the passive voice).

Active writing mentions the subject (the person or thing 'doing' the action) first in the sentence (for example, music makes life better).

Passive writing mentions the object (the person or thing 'receiving' the action) first. Passive sentences often include 'by' (for example, life is made better by music).

To make a single page landscape, select some text on that page and then go to File > Page Setup > Select ‘Landscape’ and make sure ‘Apply to’ is set to ‘Selected Content’ at the top. Select OK.

To make sections into columns (good when you have a lot of text on a landscape page), select the text and then Format > Columns.

# Contents

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# Heading 1

## Heading 2

### Heading 3

#### Heading 4

Body text is Calibri 11pt.

* Bullet point A
* Bullet point B

# Two column table example

|  |  |
| --- | --- |
| Heading  Sub-heading | Table body text. |
| Heading  Sub-heading | Table body text. |
| Heading  Sub-heading | Table body text. |

# Two column with sections

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|  |  |  |
| --- | --- | --- |
|  | 1 | SECTION 1 |
| Task A  x days | 1.1 | Colon and semi-colons  When possible we’ll write 2 sentences instead, for ease of reading. Otherwise you use whatever fits best. |
| Task B  x days | 1.2 | We use US English. For instance:   * color, not colour * organize, not organise. |
| Task C  x days | 1.3 | We rarely use bold – using too much will make it difficult for users to know which parts of your content they need to pay the most attention to. To emphasize words or phrases, we:   * put key information at the start of sentences * use headings. |