dotBiz Infrastructure on SCMS for GAE

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# Overview

To use this document, go back to Google Drive, make a copy of this, rename it, open it, and delete everything below this heading before adding content.

It is usually good to include an overview of the topic covered in the document. This section should be short. It’s primary purpose is to help someone else decide if this document will cover the information that they are looking for. It can also include relevant high-level information about the topic.

## Headings

Use proper headings (from the toolbar drop-down that usually reads “Normal text”), and refresh the Table of Contents before closing the document.

## Font

Use black Arial 11pt font. Avoid underlining, emboldening, or italicizing unless it *significantly* contributes to readability or meaning.

## Images

To add images:

1. Make a 1x1 table from the Table menu
2. Paste or click & drag the desired image from the computer to the table
3. Click the image, then click the center-justify text button on the toolbar
4. With the image still selected, press the down arrow key, then press Enter twice
5. Change the font to italic 10pt arial, and click the right-justify button on the toolbar
6. Type a caption
7. Right-click anywhere in the table and select Table Properties from the content menu
8. Change the Table Border drop-down to “0 pt” and click OK

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| *Too soon?* |

## Additional Advice

* Don’t fight page breaks. Pretend they’re not there.
* Don’t assume previous knowledge of anything. Write for someone who has no working knowledge of the topic.