Chapter 8 Deploying Robin Williams’ page layout and design CRAP concepts

(see The Non-Designer’s Design Book)

Table of Contents

[[Internal] 1](#_Toc393051620)

[Memorandums/Emails 1](#_Toc393051621)

[Reports 1](#_Toc393051622)

[POs 1](#_Toc393051623)

[Assembly warehouse 1](#_Toc393051624)

[Shipping warehouse 1](#_Toc393051625)

[[External] 1](#_Toc393051626)

[Emails 1](#_Toc393051627)

[Reports 1](#_Toc393051628)

[Financial Documents 1](#_Toc393051629)

[POs 1](#_Toc393051630)

[Lenovo 1](#_Toc393051631)

[LG 1](#_Toc393051632)

Contrast, repetition, alignment, and proximity are set forth, in the document, to allow for flexibility and formality. Each document has a distinctive look, to assist with the organization and storage of all company related data. Here at Fully Funk-Shun-Al, consistency in our documentation process is key. This year, all documentation is being software recognized and automation tools have been created to assist with trending analysis and documentation. This takes are large and tedious workload off of the employees and provides the company additional funds to support holiday activities and functions.

# Internal Documentation

This section contains requirements and good practices for applying the CRAP concepts during page layout and design for internal documentation, at Fully Funk-Shun-Al.

# Memorandums/Emails

Memorandums and emails have the same formalization requirements. They both must have the company logo at the very bottom of the document, in color. The text should be no less than 11pt font and bolding the font should be avoided. All text should be left aligned and any graphics used should be sent as a separate document in an email attachment and not part of the body of either a memo or email.

# Reports

Reports are to have the company logo as the background image, have full color images, and fonts are encouraged to be bolded as needed. The address and company information should be placed in the top right hand corner, if you cannot find an existing template. Alignment is to be center aligned with spacing to be no greater than 1.5.

# Purchase Orders

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## Assembly Warehouse

For purchase orders generated in the assembly warehouse, all financial items must be in red font, 14pt font, and bold. There should be two columns, both, center aligned with no less than 10px of separation between columns.

## Shipping Warehouse

For purchase orders generated in the shipping warehouse, all financial items must be hi-lited in red, 14pt font, and bold. There should be two columns, both, center aligned with no less than 10px of separation between columns.

# External Documentation

This section contains requirements and good practices for applying the CRAP concepts during page layout and design for external documentation, at Fully Funk-Shun-Al.

# Emails

Emails must have your contact information with two spaces above the company logo at the very bottom of the document. The body text should be no less than 11pt font, left aligned, and be located four spaces above your signature text. Any graphics used should be sent as a separate document in an email attachment and not part of the body.

# Reports

Reports are to have the company logo as the background image, have full color images, and fonts are encouraged to be bolded as needed. The address and company information should be placed in the top right hand corner, if you cannot find an existing template. Alignment is preferred left align with spacing to be no greater than 1.5.

# Financial Documents

Financial documents must have the company logo as the background image, have full color images, and the legal departments contact information should be located at the top right. This information should be right aligned, bold, 10pt font, and have no spacing. The legal department’s phone number should be hi-lited in yellow and on its own line.

# Purchase Orders

## Lenovo

For purchase orders being sent to Lenovo, all financial items must be in red font, 14pt font, and bold. There should be two columns, both, center aligned with no less than 10px of separation between columns. Lenovo’s contact information should be at the top right, left aligned, blue font and of the largest font of the document.

## LG

Due to the numerous form requirements that LG has, there are many forms and various layouts for each. Table 1 gives some examples of these forms and their layouts.

|  |  |
| --- | --- |
| Form | Layout |
| Contract renewal | Company logo, body in 12pt font, bolding at every signature point, center alignment, and double spaced |
| Business letters | Only pertinent company information should be disclosed at the bottom left, left aligned, bold, 10pt font, and in blue text. |