Document Title

Document best practices guidelines.

V1.0

Change Tracking

| Edited By | Date | Comment | Reviewed By |
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# About

Below are some points need to be followed :

1. Use font **Arial**
2. Font size for
   1. Title - 26
   2. Heading 1 - 20
   3. Heading 2 - 16
   4. Heading 3 - 14
   5. **Normal text - 12**
3. Header and Footer (0.5 inch) - default
4. Left and Right margin (0.5 inch) - default
5. Color can be used other than black :
   1. Blue
   2. Green
   3. Red
   4. Grey
6. Highlight color
7. Paragraph should be align - **Justify**
8. Line spacing
   1. **1.15** - in case of **Heading 1,Heading 2, Heading 3** both the side top and bottom
   2. **Normal Text should not have any spacing**
9. Make sure the document is spell checked.
10. Important words should be marked as bold.
11. Try to put contents in points.
12. Images placed should have proper spacing from both the left and right side of the document.
13. Try to use compressed / resize images.

# Heading-1 (H1)

## Subheading (H2)

### Sub-Sub Heading (H3)

# Heading-2 (H1)

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### Sub-Sub Heading (H3)

# References

Note: All the reference links like youtube videos link, blog links, document link should be added below.

1. [<http://www.google.com>]

One liner information about the link.