Quick work style guide

Margin is 1" all sides

Heading 1 or H1 for main sections or topics to appear in the Table of Contents

Heading 2 or H2 for a subtopic appears in TOC as well

Bullets is defined for steps

Normal is for explanation paragraphs

Photos or screenshots have a thin black border and are cropped to just the necessary portion of the image

Each step mentioned in a bullet point is shown on a image with a red box with 2 1/4 put thickness. There should be no more than 3-5 boxes per image

Actionable command steps (click) within bullet points are italic while the subject (New Folder) is bold.

Hints and commonly missed items have a string around the finger icon with Hint or Don't Forget bolded at the start of the message.