# User Documentation Requirements

## Document Requirements – User Guide

All user guides should include the following sections and information:

* Title page – including document title and ID, author, date created and version number
* Product overview – including a brief introduction to the product and the intended audience of the user documentation
* Table of contents – using styles that reflect the styles used throughout the document
* Table of figures – all images with captions included in the document
* Minimum hardware and software requirements
* Safe use of the product
* Installation guide
* Getting started guide
* Major features and functions of the product
* Error messages and troubleshooting guide
* Product developer contact information
* Document version control and approval information.

All user guides must conform with the organisational style guide, document naming convention and document version control.

## Organisational style guide

* Font Calibri 14 point is to be used for all document headings
* Font Arial 12 point is to be used for all paragraphs in documents
* All document pages should include a header with the document title and an organisational logo
* All document pages should include a footer with the file name, the page number and the version number.

## Document naming convention

All document names must use following format:

***<Document Type>* *<Purpose> <Date Created>***

where ***<Document Type>*** indicates the type of document, ***<Purpose>*** indicates the process outlined in the user guide and ***<Date Created>*** uses the format YearMonthDay.

For example, a user guide explaining how to logon the TAFE network that was created on 15 July 2021 would have the filename:

**User Guide Logon to TAFE Network 20210715**

## Document version control

Document versions are number from v1.0 upwards. Major and minor document updates increment the first and second digits in the version number, respectively.