A white text on a black background

Description automatically generated with medium confidenceA picture containing screenshot, space, blue, electric blue

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**{{TITLE}}**

**{{SUBJECT}}**

[Publish Date] • Version {0.1 DRAFT}

💡The Published Date field is a static value, i.e. you must manually select the date from the drop down calendar that appears when you click on the selector:

A screenshot of a calendar

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You can modify the format through the Developer menu.

Prepared For: {{COMPANY}}



Prepared and Delivered by:

[Consultant 1], [Title]

[Sales Associate 1], [Title]

Change Record

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Author(s)** | **Version** | **Change Reference** |
| 99/99/9999 | [Associate] | 0.1 | Initial review |
| 99/99/9999 | [Associate] | 1.0 | Published |
|  |  |  |  |

Peer Reviewers

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Reviewer(s)** | **Version** | **Change Reference** |
| 99/99/9999 | [Reviewer] | 0.1 | Initial Recommendations |
|  |  |  |  |

💡The TOC is in a dedicated section, following a different page numbering sequence.

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💡We don’t want the **Change Record** in the Table of Contents. To exclude a header from the Table of Contents, go to the section and select the heading, then **References** > **Add Text** > Check **Do Not Show in Table of Contents**:

Graphical user interface, text, application, chat or text message

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Go to the Table of Contents and hit [F9] or click on

A close-up of a computer screen

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Select **Update Entire Table**

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# About

This document template (Technical\_Doc\_2307.dotx) is a style accelerator – it includes custom styles, tables, images, and other elements as a starting point for new documents that require brand and style consistency.

Style Revision: 2308

## How do I use this template?

1. Generate a document from this Document3 template by either the **[DOUBLE-CLICK]** or **[RIGHT-CLICK] > Open** actions.
2. Understand the legend of elements throughout the document.
3. Take note of some handy-dandy custom Quick Parts and AutoText content available (Insert > Quick Parts).
4. Personalize for the customer or project, e.g. update the logo on the cover page, update the document properties (File > Info > Properties), etc. You can also delete the **LinkId\*** and **ContentType** properties.
5. Collect the required data and build on the Summary and Next Steps sections (if applicable).
6. Delete this section before submitting for review and finalization.

💡Notice the page numbers don’t always exist for all the pages, particularly the cover page, TOC, and other unrelated pages in the document.

This is achieved through the use of *Section Breaks* and the *Link to Previous* features.

A screenshot of a computer

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Hit [CTRL]+[SHIFT]+[8] to toggle the visibility of formatting marks. Take note of the ----- Section Break ---- units.

# Headings and Styles

💡 You can reveal spaces, tabs, **page breaks** and **section breaks** with [CTRL+SHIFT+8]

🧠 PrinterLogic also uses the same shortcut to display its dialog. Just click on the **Shutdown** button.

| Category | Value |
| --- | --- |
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## [CTRL] + [ALT] + [2] for Heading 2

💡 Layouts (portrait, landscape, etc.) can be customized by sections. You can change the layout of this section in the ribbon (Layout > Orientation >) and see that it doesn’t affect the other sections.

Create new sections in the ribbon: Layout > Breaks > Section Breaks

[CTRL]

### [CTRL] + [ALT] + [3] for Heading 3

Text

# Tables

| Feature | Notes |
| --- | --- |
|  |  |
|  |  |

💡To ensure that table headers span between page breaks, select the header row > right-click > Table Properties > turn on the following settings:

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# Section Boxes

Aside from the Decision Records, Limitations and Notes styles, icons are included with the corresponding Quick Parts, which are accessible from the **Insert > Quick Parts** menu items:

|  |
| --- |
| **Lightbulb with solid fillDESIGN DECISION** |
| Design Decisions indicate a design decision, including any details related to the design and configuration of such supporting services. |

|  |
| --- |
| **Information outlineNOTE** |
| Notes identify information that is important, but not directly related to the design. These are often used to classify out-of-scope sections which will be provided in the documentation. |

|  |
| --- |
| **Warning with solid fillLIMITATION** |
| Limitation Boxes identify potential limitations for the current or future deployments of the note’s resources. |

|  |
| --- |
| **Shield Tick with solid fillSECURITY** |
| Security Boxes are used to call out items that are related to the security of the environment. |

|  |
| --- |
| **Ribbon with solid fillRECOMMENDATION** |
| Recommendations are suggestions and preferred approaches based on industry standards and field observations. While recommendations are not mandatory, incorporating them typically improves results and user experiences. |

💡 If bullets negatively affect the spacing of text within cells, an alternative method is to use the [Alt] + [Num 7] to insert a bullet character.

# Adding Code to Word Documents

## The “Easy” Button: Visual Studio Code

Using VSCode, you can simply copy and paste code from the application’s Editor and paste them into your Word document. When you do, the contents of the clipboard will include the formatting and theme used in VSCode, including the syntax highlights.

The “trick” comes down to one VSCode setting**, Copy With Syntax Highlighting**

A screenshot of a computer

Description automatically generated

Or just add the highlighted text from the sample below into your **settings.json**:

{

    "terminal.integrated.fontFamily": "'Hack Nerd Font Mono', 'CaskaydiaCove Nerd Font', Consolas",

    "editor.fontLigatures": true,

    "editor.fontFamily": "'Hack Nerd Font Mono', 'CaskaydiaCove Nerd Font', Consolas",

**"editor.copyWithSyntaxHighlighting": true,**

    "git.autofetch": true,

    "explorer.confirmDragAndDrop": false,

    "git.enableSmartCommit": true

}

## “I’m to l33t for that. I write code directly in a Word doc”

*Umm… okay… well, that’s always an option.*

There are a couple of free Word Add-Ons to try. [Easy Code Formatter](https://appsource.microsoft.com/en/product/office/WA104382008?tab=Overview) has a unique feature of including line numbers.

1. private static int MAX = 5;

2.

3. public void TestMethod()

4. {

5. // Try highlighting the line below.

6. // We will try to highlight using your highlighting preference.

7. Console.WriteLine("Select this line and click Highlight line button");

8. }

9.

And another would be [Easy Syntax Highlighter](https://appsource.microsoft.com/en/product/Office365/WA200000011), with support for themes out of the box.

**private** **static** **int** MAX = 5;  
  
**public** **void** **TestMethod**()  
{  
 // Try highlighting the line below.  
 // We will try to highlight using your highlighting preference.  
 Console.WriteLine("Select this line and click Highlight line button");  
}

# HowTo: Use this template for an existing document

Follow the steps below to add the features of this template to subsequent documents, e.g., Auto Text, Note blocks, Styles, and pre-built sections.

1. File > Options > Add-Ins > Templates > Go

A screenshot of a computer menu

Description automatically generated with low confidence

1. Add button, then select the full path to this template file:

A screenshot of a computer

Description automatically generated with medium confidence

# Tips

## Keyboard Shortcuts

This table doesn’t need an introduction. This audience is expected to know how to perform basic formatting tasks, like Bolding text or adding a hyperlink. If you center text by mashing the space bar until it “looks center enough”, please close this document, turn off your laptop and leave the room.

These aren’t the most used, but handy when needed:

|  |  |  |
| --- | --- | --- |
| To do this | Windows | MacOS |
| Reveal markers and hidden text | [CTRL] + [SHIFT] + [8] | {procrastinating} |
| Insert a Page Break | [CTRL] + [ENTER] |  |
| Apply Heading # Style | [CTRL] + [ALT] + [Number] |  |
| Apply the Normal Style | [CTRL] + [SHIFT] + [N] |  |
| Toggle Upper/Lower/Mixed Case | [SHIFT] + [F3} |  |
| Insert a Hyperlink | [CTRL] + [K] |  |
|  |  |  |
| Align Text to Center | [CTRL] +[E] |  |
| Align Text to Left | [CTRL] + [L] |  |
| Align Test to Right | [CTRL] + [R] |  |
|  |  |  |
|  |  |  |

## Create an Autocorrect String to Automate Callouts

You can set an Autocorrect string to automatically replace it with almost anything. In this example, we’ll create one with one of the Callout Boxes (aka Admonition boxes).

|  |
| --- |
| **Information outlineNOTE** |
| Autocorrect and proofing data is stored within your profile’s custom dictionary and cannot be included with a document or document template without embedding code. |

1. A grey and black text

   Description automatically generatedSelect a Call-Out and the “hidden” Line Feed below it, shown by the faint gray line at the bottom of the image.
2. Hit [CTRL] + [C] to copy the selected objects.
3. A screenshot of a computer

   Description automatically generatedIn the Word search bar, type “Spelling and Proofing” and select “Options: Spelling and Proofing”
4. Click on the “Autocorrect Options” button  
   A grey background with white text

   Description automatically generated
5. Specify the unique string you would want to use for Autocorrect to detect and replace. In this example, we’re using the string **{{Note}}.** Click the “Add” button to save it.

A screenshot of a computer

Description automatically generated

1. You can test the string right below this line:

# Next Steps

The Next Steps section is a critical part of most assessment reports and can contain potential sales and engagement opportunities. Discuss this section with your Sales Executive.

💡This section is also available as a Quick Part. Insert it through the ribbon: Insert > Quick Parts > .NextSteps.

The following table contains the consolidated list of recommendations based on findings during the effort.

**Backup and Disaster Recovery**

|  |  |  |  |
| --- | --- | --- | --- |
| Backup and DR Recommendation | Timeframe | Impact | Priority |
| Azure Backup: consider the different backup types (GRS/ZRS/LRS) for each resource; default is the most expensive GRS | Long | Medium | High |

**Governance**

|  |  |  |  |
| --- | --- | --- | --- |
| Governance Recommendation | Timeframe | Impact | Priority |
| Enforce and/or append resource tags through Azure Policy |  |  |  |
| Enforce an organizational policy to make sure that resource owners are aware of their roles and responsibilities around regularly performing access reviews, budget reviews, budget reviews, and remediate policy compliance when necessary. | Ongoing | High |  |
| Enforce a process for cost management, including a regular review of Coretek Insights and Advisor recommendations, enforcing the use of purchased Reserved Instance and Savings Plan for Compute.   |  | | --- | | Lightbulb with solid fillReserved Instances and Savings Plans can be purchased through Coretek’s CSP team. Please contact your Coretek Customer Success Manager for more details. | | Ongoing | High |  |
| Regularly review assigned policies for non-compliance. Some policies are assigned but “disabled” until needed. | Ongoing | High |  |
| Incorporate MDU standard alerts into the Knife River tenant and Azure subscription(s). | Short | Medium | Medium |

**Cost Management**

| Cost Management Recommendation | Timeframe | Impact | Priority |
| --- | --- | --- | --- |
| Deploy and use Coretek Insights | Short | Medium | High |
| Continually review Reserved Instances for long-standing production workloads. Add these reviews as part of the decommissioning process | Long | Medium | High |
| Review Log Analytics SKU. Current deployment of Log Analytics Workspace is using the most cost-efficient SKU for light workloads and new environments – Pay-as-you-Go. As the environment matures, the data ingested will increase. Please refer to the [Azure Pricing Guide🔗](https://azure.microsoft.com/pricing/details/monitor) and review. |  |  |  |

**Reliability**

|  |  |  |  |
| --- | --- | --- | --- |
| Reliability Recommendation | Timeframe | Impact | Priority |
|  |  |  |  |
|  |  |  |  |

**Security**

|  |  |  |  |
| --- | --- | --- | --- |
| Security Recommendation | Timeframe | Impact | Priority |
| Deploy a Break Glass account | Short | Low | Low |
| Regularly review all Public IP resources and assess their necessity | Medium | Medium | Medium |
| Mitigate Azure Monitor and Microsoft for Defender security score and recommendations | Long | High | High |
| Limit Global Administrators to a maximum of 3 (however, Microsoft recommends [“less than 5”](https://learn.microsoft.com/en-us/azure/active-directory/roles/best-practices#5-limit-the-number-of-global-administrators-to-less-than-5)) |  |  |  |

**Manageability**

|  |  |  |  |
| --- | --- | --- | --- |
| Recommendation | Timeframe | Impact | Priority |
| Consider using Azure DevOps/GitHub and CI/CD pipelines to manage the state of the Azure environment:   * Leverage automation. * Enable drift detection to detect unsanctioned or inadvertent changes to the environment. * Ensure that any changes to production are all tested in the development and/or QC environments. | Long | Medium | High |

For each item, the risk is detailed and complemented with a recommendation for remediation. In addition, the recommended timelines for the remediation, as well as the perceived urgency and importance of remediation are indicated. The designations for Timeline, Urgency and Importance are defined as follows:

**Timeframe:** Defines recommended implementation time range.

* *Short Term*:Immediately actionable and could be completed within a 6 week duration.
* *Mid Term*: Immediately actionable and could take upwards of 6 months to complete.
* *Long Term*: Not immediately actionable. Requirements or prerequisistes are undefined or require additional consideration.
* *Ongoing*: Associated with guidance around operational processes and policies. Requirements are organizationally unique and may require multiple approvals and extensive communications.

**Impact:** Defines the risk to the stability and on-going function of the solution or environment.

* *High*:Significant impact to the environment stability, security, or user productivity. Immediate attention recommended.
* *Medium*: Impact to environment stability, security, manageability, or user experience, but tolerable to the business. Remediation plan recommended.
* *Low*: Cosmetic, or consideration for long term planning. No immediate action required.

**Priority:** Defines the anticipated positive impact on the stability, security, scalability, and/or manageability of the solution or environment.

* *High*:Represents factors critical to the ongoing support and future expansion of the environment, and could seriously affect the business.
* *Medium*: Represents importance in the long-term, but poses little risk in the immediate future.
* *Low*: Not critical to short-term or long-term success, poses little if any risk.

Please note that all recommendations should be tested and approved by the appropriate change management.

# How to start a document from this template?

Unless you opened this template in Edit mode, you already did it!

Look at the title bar of this window. If it says, **Document *<number>***, then you’re looking at a brand-new document! Just go ahead and delete the instructions text from the sections above and have at it.

## How to start a blank document from this template?

It’s quite likely you’ll find a *NewNormal.dotx* file in the same folder where you found this document. You can create a blank document off that. Here’s some steps to get things going:

1. Double-click on the .DOTX file to create a new document.
2. Start with the cover page:
   1. Hit [CTRL]+[SHIFT]+[8] to reveal the hidden markers
   2. Insert the Cover Page you want.
   3. Replace the Page Break with a Section Break
3. Insert a Table of Contents
   1. Insert the custom Table of Contents
   2. Insert another Section Break
4. Insert the custom Footer in the new section
5. Update the document properties, and optionally, the published date on the cover page.
6. Update all field codes