[Document title]

[Document subtitle]

Microsoft Office User

[Company name]  [Company address]

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| STANDARD | DETAILS |
| Cursors | Cursors are limited to Videos only (Use Arrow White) |
| Page Breaks | Start pages with instruction text - not images |
| Fonts | Arial 14 Header / 11 pt Italic description/ body text 12 pt |
| Image Size | Full screen horizontal with possible 3X5 aspect ratio |
| Zoom Level/Res | 125% zooms on icons 13xx X768 |
| Page Layout | Word Template Layout with Tables? |
| Standard Present Tense | Select, Press, Enter |
| Clean SH Branding | Screenshot Updates |