



Header, every page, company name, 14pt Arial date prepared or updated	
Task Title, 18pt Arial bold	same title graphic for consistency and to help find your place
Chapter Heading, Times New Roman bold, 14pt	
Heading, Times New Roman, 14pt bold, no indent	
Sub-Heading, Times New Roman, 12pt bold, left indent 1/4"	
4	Step 1 Name, or short description. Times New Roman, 12pt, indent approx. 1/4" Full description of the step.
	Screen Shot to show how it looks at this point.
5	Step 2 Name, or short description. Times New Roman, 12pt, indent approx. 1/4" Full description of the step.
	Screen Shot to show how it looks at this point.
(Additional Steps as needed.)	
Page # of n	

Notes: Task continuation page

Use same tags except for the description

Do not break steps between pages, white space is preferable

Add enough space so the lowest point of the previous is at least 1/2" above the next step

Header, every page, company name, 14pt Arial date prepared or updated	<h2 data-bbox="1192 256 1871 305">Notes: Task additional info page</h2> <p data-bbox="1352 354 1778 380">Use same tags except for the description</p> <p data-bbox="1352 412 1749 438">Sub Heads are specific to the chapter.</p> <p data-bbox="1352 469 1772 548">Troubleshooting uses new paragraph for each problem or tip and problem or tip is in bold</p> <p data-bbox="1150 667 1255 740">} at least 3/8" white space between subjects</p>
Task Title, 18pt Arial bold <small data-bbox="940 342 1094 456">same title graphic for consistency and to help find your place</small>	
Chapter Heading, Times New Roman bold, 14pt	
Heading, Times New Roman, 14pt bold, no indent	
Cautions Text indented 1/4"	
Assumptions Text	
Troubleshooting Tip or Problem in Bold: Text of troubleshooting description Tip or Problem in Bold: Text of troubleshooting description <small data-bbox="884 911 1094 1057">screen shots as needed inserted far right, with tight wrap</small>	
Safeguards Text	
Page # of n	

Header, every page, company name, 14pt Arial date prepared or updated	<h2 data-bbox="1192 251 1753 354">Notes: Task additional info continuation page</h2> <p data-bbox="1352 375 1753 399">Use same as Task additional info page</p> <p data-bbox="1352 431 1717 485">Repeat Sub Head if continued from previous page.</p> <p data-bbox="1352 518 1711 542">Do not split trouble shooting tips.</p> <p data-bbox="1150 667 1255 740">} at least 3/8" white space between subjects</p>
<b data-bbox="411 380 837 415">Task Title, 18pt Arial bold <small data-bbox="940 342 1094 456">same title graphic for consistency and to help find your place</small>	
<b data-bbox="411 475 978 505">Chapter Heading, Times New Roman bold, 14pt	
<b data-bbox="411 537 999 566">Heading, Times New Roman, 14pt bold, no indent	
<b data-bbox="447 605 541 630">Cautions Text indented 1/4"	
<b data-bbox="447 727 583 751">Assumptions Text	
<b data-bbox="447 841 615 865">Troubleshooting <b data-bbox="478 889 1066 914">Tip or Problem in Bold: Text of troubleshooting description <b data-bbox="478 995 877 1052">Tip or Problem in Bold: Text of trouble- shooting description <small data-bbox="898 930 1094 1044">screen shots as needed inserted far right, with tight wrap</small>	
<b data-bbox="447 1109 562 1133">Safeguards Text	
Page # of n	

**Booklet Title, Arial
bold, 24pt**

Subtitle, Arial bold, 18pt

Graphic or screen shot of web page
approximate size 4" x 3"
no border

Notes: Cover

No Header text, not header line

All text centered

No page numbers in footer, no
footer line

All text black

**Booklet Title, Arial
bold, 24pt**

**Company Name
credits and contact info
Times New Roman bold, 14pt**

Notes: Title Page

No Header text
All text centered
No page numbers in footer

Header, every page, company name, 14pt Arial
date prepared or updated

Booklet Title, 18pt Arial bold

	Page
Chapter Heading	1
Heading	2
Sub Head	...
Chapter Heading	...
Heading	...
Sub Head	...

Notes: Contents

Use same as Task page except indent
each tag change 1/4"

use dot leader to page number