

# Style Guide

## Base Material

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The style guide selected for the user documentation is the *Microsoft Writing Style Guide*, available at <https://learn.microsoft.com/en-us/style-guide/welcome/>

The dictionary to be referenced is Merriam-Webster's online dictionary, available at <https://www.merriam-webster.com/>

## Writing Standards

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### Personal Pronouns

No personal pronouns are to be used.

### Serial Comma

For clarity in user documentation, the serial comma must always be used.

### Acronyms

Acronyms are written in full caps. The first time an acronym is used the phrase or title must be written out in full, followed by the acronym in parenthesis. Every following instance uses the acronym without parenthesis.

### Numerals

All numbers will be written using numerals as opposed to being spelled out.

### School Program Names

Similar to acronyms, the school program or class title will be spelled out in the first instance, followed by the abbreviated term in parenthesis. Every following instance uses the abbreviated term without parenthesis.

For example: COM-1001 College Writing will be abbreviated to COM-1001 in later references, or Humanities, Social Science and Communication Department will be abbreviated to the HSC department.

### Product Names

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Like acronyms and school program names, the full product name will be written out for the first instance, and every following reference will use the abbreviated term.

For example: Adobe Acrobat Pro will be abbreviated to Acrobat Pro in later references, or Microsoft Word will be abbreviated to Word.

### Bulleted Lists

Items in bulleted lists should use sentence capitalization. Only use periods when the list item is a complete sentence. If one item in the list is a complete sentence, the rest of the items should be too.

### Writing Notes

Tips provide information that is useful but not critical to the user. For example: Use Control + B to create a new bookmark. The length of tips should only be a few sentences.

### Font Cueing and Icons

When referring to buttons or other controls as they appear on the screen, the word or phrase will be bolded. Additionally, breadcrumbs in menus will use the less than sign with a space on either side.

For example: Open the menu to **File > Properties**.

When referring to an icon would help with clarity, show the icon along with the written tooltip description of the icon, bolded.

### Making References

References to a section, figure, or step are italicized. References to a figure or step that are on a different page, the page number will be written out after the item being referenced.

## Terminology

Term	Abbr. (if applicable)	Description
Adobe Acrobat Pro	Acrobat Pro	Program Name
Bookmarks pane		UI Element
button		UI Element
click		Action, used for general interaction
COM-1001 College Writing	COM-1001	Class Name
dialog box		UI element
Document pane		UI Element
Final Paper		Assignment Name
highlight		Action, used for text
Microsoft Word	Word	Program Name
Navigation pane		UI Element
press		Action, used for keyboard inputs
right-click		Action
select		Action, used for editing properties
tab		UI element
Tools pane		UI Element
window		UI Element