i-scream The future is bright; the future is blue.

Document Standards

Electronic and Printed Document Standards

This document specifies the document standards to be adhered to in our electronic documents and (later on) our printed Word documents.

Revision History

10/03/01	Initial creation				
		Committed by:	pjm2	Verified by:	tdb1
				Date:	24/03/01
		Committed by:		Verified by:	
				Date:	
		Committed by:		Verified by:	
				Date:	
		Committed by:		Verified by:	
				Date:	
		Committed by:		Verified by:	
				Date:	

i-scream

Introduction

To ensure that we maintain the same look and feel throughout our project, we shall adhere to the following document standards. This helps to make it clear which documents are ours and allows the i-scream logo to travel further!

Electronic standards

Most of our early documentation has been created under this section, defined way back on 19th October 2000.

Standards to adhere to

All documents must be saved a plain text with no more than 60 characters per line.

Documents must be saved with a ".`txt`" file extension to allow safe viewing with the www.i-scream.org.uk text file viewer.

The text file must not contain any HTML tags. This is to prevent problems when the file is included as the contents of an SHTML page.

NOTE: The previous point has been relaxed slightly, as it made it a bit difficult to display XML tags. All documents may now include HTML-style markup, but please note that such markup will be displayed on the i-scream.org.uk website as written.

Other issues

If possible, please save the text files in 'Windows' format, such that each line is separated by a return and also a linefeed character.

Publication Standard

All documents must use the Word template file that can be found in CVS:

```
CVS:/documentation/i-scream-template.dot
```

To make use of this template you must set the following.
Click Tools->Options->File Locations and modify the path of your "Workgroup Templates" to be `CVS:/documentation`

This should then mean to start a new document, simply click File->New... and choose the i-scream-template.

The tags `<SECTION NAME>` and `<DOCUMENT NAME>` are Word fields and should NOT be manually changed. Instead they should be changed by click File->Properties, where:

```
"Title" -> <SECTION NAME>
"Subject" -> <DOCUMENT NAME>
```

The `"Title"` and `"Subject"` fields should be used in ALL areas where the name of the section or document are needed.

(note, any changes to fields like this must be followed by an update of the fields in the document. To do this, click Edit->Select All, then hit F9)

All text should make use of "Styles". There should be NO hardcoded text formatting in the document. If you wish to change the appearance of a specific style you should change the document template only.

No changes should be made to the layout of the opening page, the header or the footer. Again, all changes should be made to the template only.

All major changes to a document must have a full revision entry on the opening page. This change must also be verified by a nominated member of the team.

The table of contents must be the first page after the opening page (including any revision history). This should also NOT be manually edited for a specific document and again, all changes should be made in the template file ONLY.

Notes

To ensure your document is using the latest template, update CVS and check click `Tools->Templates` and `Add-ins` for information about the attached template. This should ensure that all the latest template changes are applied to your document. In theory it should just work, but it's unclear.

All the above has been tried with Word 2000 *only* some testing will need to be done to ensure that it is compatible with Word 97.