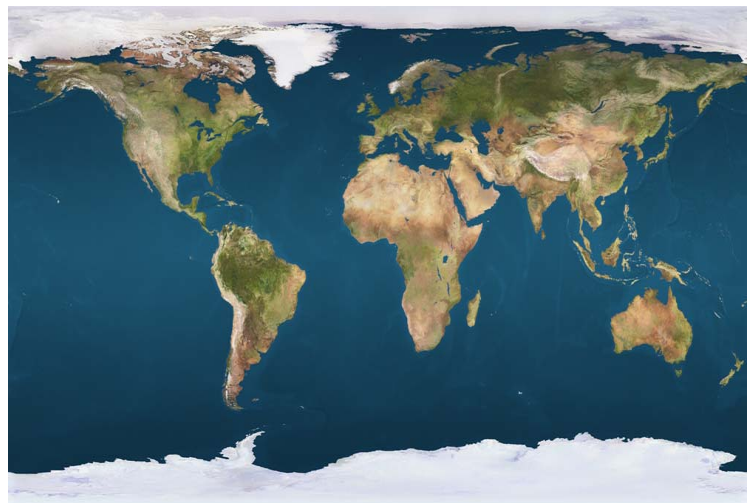




QUANTUM3D[®]
Delivering Affordable Reality

Documentation Style Guide for Quantum3D[®] User Manuals

Formatting, Styles, and Usage with Examples



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Chapter 2

Usage

2.1 Word Processor

We use Microsoft® Word® 2003 software as the application for writing, editing, and presenting technical publications. Its prime virtues are its near ubiquity, relatively low cost, and quasi-familiar user interface, especially compared to such powerful and robust applications as Adobe® FrameMaker® and Adobe® InDesign® document authoring software, which are rarely available, expensive, difficult to learn, and complicated to use. Unfortunately, Word is not nearly as robust as Microsoft would want users to believe, so pay attention to instability and bizarre “misbehavior.” Malfunctions most often appear as:

- Improperly numbered lists that start with some number other than 1.
- Abnormal outline level indentation in headings, especially of *Heading 1* style.
- Broken cross-references that contain large blocks of text near or surrounding the referenced item.
- One or more words or sentences that are reset arbitrarily to some language other than English (U.S.), often French (France) and Portuguese (Brazil).

Currently (late 2008 through early 2009), we are within a transitional period when Microsoft® Office® 2007, of which Word is a part, is becoming the corporate standard for editing documents. However, for compatibility throughout the company and with external vendors and customers, we save documents in Office 2003 format.

2.2 Reference Materials

This guide assumes the availability of a comprehensive style manual suitable for computer oriented industries. The style manual in use here at present is the *Microsoft Manual of Style for Technical Publications, 3rd Edition*. Additional useful references include the *American Heritage Dictionary of the English Language, 4th Edition*, and the *Chicago Manual of Style, 15th Edition*.

2.3 Language

Quantum3D documentation uses the English language as spoken and written in the United States. Take care to write in a suitable style. (For more information, see Section 2.4, “Language Style” on page 8).

TIP Word Language Anomalies

Occasionally, Word arbitrarily resets some text to another language, especially within informally formatted documents. You might notice this more readily when these features are enabled:

Track Changes Some tracked changes explicitly list an unexpected language. Reject changes that only modify the language, otherwise accept the changes and note their location.

Check spelling as you type A word that you recognize to be spelled correctly appears with a wavy red underline indicating a spelling error.

To determine the language of suspected text, click within the text. The language, which appears on the status bar, should be **English (U.S)** [truncated in the available space]. If any other language appears:

1. Press CTRL+A to select the entire document.
2. From the menu, click **Tools** → **Language** → **Set Language** to open the **Language** dialog box.
3. Select **English (U.S.)** and clear the **Do not check spelling or grammar** check box.
4. Clear the **Detect language automatically** check box.
Selection of this check box typically worsens the language problems cited above.
5. Click **OK**.

2.4 Language Style

Documentation should follow the language style common to most current technical writing. This provides consistency, improves readability, and helps both native speakers and those for whom English is not a first language. It also helps in the event that a Q3D document must be translated into another language for international product distribution. Follow these general rules:

- Use active voice as much as reasonably possible. Use passive voice sparingly, such as when it is more concise or when omitting the sentence subject to avoid laying blame for errors.
- Use present tense unless you *must* use another tense to express the idea, as when specifying a future consequence of a present action.
- Use imperative mood for procedural steps, referring to the reader simply as *you*, rather than couching the reader in third-person anonymity as *one* or *the user*.
- Omit the word *please* except to match its appearance within a user interface. This is *not* impolite.
- Use the word *enable* rather than *allow* except when (infrequently) expressing actual permission. For example, system features enable user productivity, but security features allow access.
- Be concise.

2.5 Manual vs. Guide

A customer-facing document that provides essential information about a Quantum3D product’s preparation, installation, operation, use, maintenance, or repair is called a *Manual*. A company-facing document that provides essential design, development, manufacturing, or packaging procedures is also called a manual. A *Guide* is a document used for aiding internal corporate processes, such as this *Documentation Style Guide* you are reading, or providing customer-facing information that is primarily

helpful rather than essential. Manuals carry greater weight and consequences than guides. Failure to adhere to the information in a guide might result in alternatively useful outcomes. Failure to adhere to the information in a manual typically results in unacceptable (or even dangerous) outcomes.

2.6 Screen Terminology

Message box

A message box is a dialog box that contains only informational text and a single button to close the box after the text has been read. The Microsoft manual recommends the term *message box* for developer documentation, but simply *message* for end user documentation. For consistency with the dialog box metaphor, use *message box* in all cases regardless of audience.

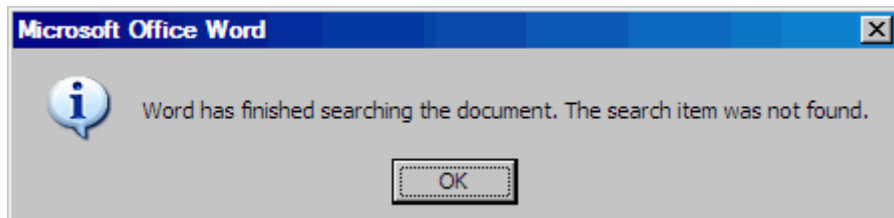


Figure 2-1 Sample message box

Note *All too frequently, as in Figure 2-1 above, the OK button accompanies a potentially disappointing or irritating message that is not okay. If you can influence the terminology used within the GUI for such cases, label the button with “Close” or a similarly appropriate word.*

MMC User Interface

The Microsoft Manual of Style does not include screen terminology for Microsoft® Management Console (MMC) hierarchical tree structures or window-like container objects. The MMC component is a key development environment for Q3D solutions. This section defines suitable terminology.

Developer vs User terminology

MMC uses programming structures called *pages* that produce user interface window elements and other controls, and property *sheets* upon which users set system parameters. *Pages* and *sheets* are developer terminology that would not be clear to end users. Only use those terms in documents intended specifically for a software developer audience, such as *IData* or *Mantis* manuals. For user-facing documents, do not refer to the underlying control structure. Instead use the terms for the visible interface as defined below.

2.7 Special Terminology

Our documentation needs require that we use special terminology, or occasionally contradict the Microsoft Manual of Style's recommendations.

Above and Below

The Microsoft Manual recommends the terms *previous*, *preceding*, or *earlier* instead of *above*, and *later* instead of *below*. In light of both common usage and the built-in Word *above/below* cross-references, use *above* and *below* when the referenced item is immediately adjacent. Otherwise, avoid the usage; create a hyperlinked figure and/or a page number cross-reference.

Navigate

The Microsoft Manual avoids the term *navigate*, preferring the term *browse* to include a search for either specific or unplanned material, primarily in a web environment or when a user must open a browser. However, use *navigate* to describe the process of maneuvering toward a specific destination or control program through a hierarchical folder structure or a control structure.

Power On/Off, Boot, and Associated Terms

The Microsoft Manual states that you should not use the terms *power on*, or *power off*, nor use *boot* as a verb. However, Microsoft users generally need not distinguish among the subtle differences that characterize Quantum3D hardware and software operation. Use the following terms as defined here:

Power on, power off	Provide (or remove) power to a computer or system.
Turn on, turn off	Turn (or flip) a switch that provides (or removes) power.
Start, start up	Cause hardware or an application to begin operation. Use <i>start</i> as a transitive verb; <i>start up</i> as an intransitive verb, for example, <i>Start the application; the application starts up.</i>
Restart	Cause hardware or an application to stop and then begin operation again. Use <i>restart</i> for both transitive and intransitive verbs, for example, <i>Restart the application; the application restarts.</i>
Boot, boot up	Cause the computer hardware to initialize and load the operating system. Use <i>boot</i> as a transitive verb; <i>boot up</i> as an intransitive verb, for example, <i>Boot the computer; the computer boots up.</i>
Reboot	Cause the computer to stop and reinitiate the boot sequence. Use <i>reboot</i> for both transitive and intransitive verbs, for example, <i>Reboot the computer; the computer reboots.</i>
Shut down	Cause the operating system to stop itself, and depending on the system settings, power off the hardware.

Area

The term *area* is used here for an ungrouped region in a user interface, as opposed to the Microsoft Manual, which refers to the region enclosed by a group box frame as an *area*. When possible, refer to a box as a whole by its title with *under*; as in, *Under Video, select...* Otherwise, when referring to the box as a user interface element, use *group box*; as in, *The Video group box contains...*

In the example of Figure 2-4, “Sample panel with areas (marked) containing panes” on page 11, the two areas are best described as the **Run on IGC** area, and the **Run On All IGUs of Role Type** area. There are two **Priority** group boxes and one **IGU Role Types** group box.

Trademark Adjectives

Treat the trademark name of a system or solution as an adjective describing the system or solution noun. For example, use the *Independence Image Generator* or *Independence IG*, not the *Independence*. Use the *IDX platform*, not the *IDX*. However, treat the Image Generator Manager software name *IGM* as a noun; for example, *To start IGM and display its user interface....*

Part Numbers

Refer to Quantum3D part numbers by using the abbreviation “No.” rather than the number sign (#) or the word “number.” Include intervening spaces after the word “Part” and before the numerals. For example, express the part number for this Style Guide document as *Part No. 030-1002-01*.

Note *The Latin word “Numerus” is the base-form for number. We abbreviate its ablative case “Numero” roughly meaning in number as “No.”*

Adapter vs. Adaptor

As specified in the Microsoft Manual, use *adapter*, not *adaptor* as the preferred spelling, also recommended in Webster’s Dictionary. It is the more common spelling for *graphics adapter* products on the NVIDIA website, and *SCSI adapter* products nearly everywhere.

Drive Letters

As specified in the Microsoft manual, place the logical drive letter after the word *drive*. Do not use a colon. For example, use *restore drive C*, but not *restore drive C:*, *restore the C drive*, or *restore the C: drive*.

Directory vs. Folder

Generally, use the term *folder* for the container of files (represented by icons) and other folders. However, use *directory* when necessary for any of the following reasons:

- Consistency with an interface that refers to directories and subdirectories.
- Consistency with the rest of the document that requires frequent use of *directory*.
- Reference to the structure of the file system, particularly for a developer audience.
- Reference to the structure of the file system for multiple operating systems.

Table of Figures

If the document contains only figures, or both figures and tables, title the automatically generated table of combined figures and tables as *Table of Figures*. If the document contains *only* tables but no figures, title the automatically generated table of tables as *List of Tables*. (*Table of Figures* would be inaccurate, and *Table of Tables* sounds either redundant or grandiose.)

Serial Commas

A comma precedes the conjunction before the final item in a series of three or more terms. This minimizes ambiguity in combined terms. Particularly, serial terms in Quantum3D documents typically cannot be read as being in apposition to each other. For example:

Ambiguous: Acceptable actions include right-click, double-click, click and drag and drop.

Unambiguous: Acceptable actions include right-click, double-click, click and drag, and drop.

Unambiguous: Acceptable actions include right-click, double-click, click, and drag and drop.

The *Microsoft Manual of Style*, the United States Government Printing Office's style manual, the *Chicago Manual of Style*, *The American Medical Association Manual of Style*, and other respected style manuals also advocate mandatory use of the serial comma.

Hyphenation

We do not use automatic hyphenation (across line breaks).

ASCII and Unicode Characters

Typing ASCII Characters

To type an ASCII character, press and hold down either ALT key, on the numeric keypad type the character's 4-digit ASCII decimal code (the first character is always a zero), and release the ALT key.

Do not use the row of number keys above the letter keys to type ASCII codes—they do not work.

For example, to produce a multiplication sign, press and hold down ALT, on the numeric keypad type 0215 (its ASCII decimal code), and release ALT. The “×” character appears.

TIP Viewing Characters and Codes

Use the *Character Map* application to view the available characters in a font and their character codes.

From the Taskbar, click **Start** → **Programs** → **Accessories** → **System Tools** → **Character Map**.

Click a character to display its Unicode *hexadecimal* code and character name on the bottom-left of the Character Map panel and its ASCII decimal code (if such exists) on the bottom-right of the panel. For example, click the multiplication sign × to display on the left **U+00D7: Multiplication Sign** and on the right **Keystroke: Alt+0215**. You can copy and paste selected characters or type them directly within Word.

Typing Unicode Characters

To type a Unicode character, type its Unicode hexadecimal value, select those four characters, and press ALT+X to toggle the selection between its hexadecimal and character forms.

For example, to produce a right arrow in the Arial font, type 2192 (its Unicode hexadecimal value), select the four **2192** characters, and press ALT+X. The “2192” becomes “→”.

To view the code of an existing character, highlight the character, and then press ALT+X. For example, to see the code for an instance of the ⅓ character, highlight it and toggle it with ALT+X to **2153**. You might surmise correctly that **2154** toggles to ⅔.

TIP Typing Decimal Values for Unicode Characters

If you know the *decimal* value of a Unicode character's *hexadecimal* code, you can type the character directly as though it was an ASCII character. For example, 8594 (decimal) is equal to 2192 (hexadecimal) for the right arrow character. Press and hold down either ALT key, on the numeric keypad, type the *decimal* Unicode value **8594**, and release the ALT key to type →. If you frequently type particular Unicode characters, you can create a list of their decimal values and type them directly. This is easier than typing a hexadecimal code (which you likely must look up from a listing or the Character Map application anyway), selecting it, and using the ALT+X toggle.

Quotation Marks

Except in code text (and sometimes in measurements or specifications where they might look out of place), use “curly” left and right quotation marks “ and ” (ASCII 0147 and 0148, respectively), and curly apostrophes ‘ and ’ (ASCII 0145 and 0146, respectively). To set Word to apply the curly forms as you type, from the **Tools** menu, select **AutoCorrect Options**, click the **AutoFormat As You Type** tab, and then under **Replace as you type**, select **"Straight quotes" with "smart quotes"**. In code text, always use straight quotation marks (") and apostrophes (') unless other character forms are explicitly required.

Copyright Symbol

Use the copyright symbol © (ASCII 0169) at its full size, as for example, Copyright © 2009 Quantum3D, Inc. All rights reserved.

Trademark Symbols

The trademark symbol ™ (ASCII 0153) is sized and positioned as a superscript glyph, so do not apply superscript formatting. However, the *registered* trademark symbol ® (ASCII 0174) is full sized, so apply superscript formatting.

This example shows correctly formatted trademark “bugs”: NVIDIA® Quadro™ 4500 graphics adapter.

Command Sequences and Hierarchical Trees

Command sequences and hierarchical tree structures are often complex and difficult to format. With more than two or three items, normal instructional wording becomes bulky and confusing. The Microsoft manual provides no formal convention for navigation through long command, menu, or tree structures. Therefore, we show these structures in bold text as their components in hierarchical order, separated by right arrow (→) characters (Unicode 2192 hexadecimal). Place a space between the arrow and each surrounding word. The arrows are available as Unicode characters within primary Windows fonts including *Arial*, *Times New Roman*, and *Courier New*.

Temporary Text

Temporary *placeholder* text does not appear in a final-form document, but can serve to mark material (or the lack of it) during the composition and editing processes. A unique searchable string can mark text or a location without the overhead or page size (or formatting) disturbance of formal bookmarks, tracked changes, or comments. For example, the innocuous search string “!!!” is unlikely to appear as ordinary content in a technical document.

TIP Do not use xxx

Avoid using “xxx” as placeholder text. It occasionally appears as ordinary content in technical documents, for example in IP address formatting or product model numbers.

2.9 Measurements

Negative Values

To express negative values, precede the value with a *minus sign* character (−) [Unicode 2212 hexadecimal]. This character is larger (longer) than a hyphen (-), but shorter than an en dash (–) [ASCII 0150].

Zero Values

Do not use a plus or minus sign for zero values, except in dimensional tolerances, for example 2.500" +0.002" −0.000".

Angles and Temperatures

If there is any possibility of confusion, precede positive angular or temperature values with a plus sign (+). Use a minus sign − (Unicode 2212 hexadecimal) rather than a hyphen or en dash to precede negative values. Do not use a sign for zero values. For temperatures, use the degree symbol ° (ASCII 0176) as the unit suffix (with no intervening space) and include the temperature system (C, F, or K); as for example, −40°C, 0°C, +68°F, 98.6°F, or 273.15°K. For angular ranges, use “deg” as the unit suffix, with an intervening space, as for example, 90 deg, although the term 360° *view* is acceptable.

Ranges

In descriptive ranges, use *from* and *through*, as for example, select a resolution from 640×480 through 1600×1200.

In specifications, if there is any possibility of confusion or inconsistency with adjacent matter, separate the ends of a range with *to*, as for example, 5.25 to 5.35 GHz.

If there is no ambiguity, use an en dash – (ASCII 0150) without intervening spaces, as for example, 9–12 ft. For temperature or angular ranges, to avoid ambiguity with negative values, separate the ends of the range with “ to ”, as for example, −40° to +40°C.

For ranges with equal extremes, use the plus and minus symbol ± (ASCII 0177) without intervening spaces between the symbol and numeral, as for example, ±20°C or ±0.5 ft.

Multiple-Component Measurements

In multiplicative quantities, measurements, or specifications, use the multiplication symbol × (ASCII 0215) rather than an upper or lower case “X” to separate the values. Include intervening spaces around the multiplication symbol, except in these cases:

- Screen and pixel resolutions
- Where space limitations are prohibitive (as in captions)
- Where necessary to match the interface

Use for example, 2 × USB 2.0, Length × Width × Height, 3.00" × 4.00" × 5.00", but 1280×1024 @ 60 Hz.

2.10 Cross-References

This guide uses and defines numerous cross-references that link references and fields with other portions of the document. These include headings, captions, procedure steps, the Table of Contents, and the Table of Figures.

Chapter 4

Printing

4.1 Color

If a cost effective duplex color printer is available, print the entire manual *in color*. External color printing services, for example FedEx Kinko's[®], are *very* cost prohibitive. *Always* print the title page in color, even if the remainder is to be printed in monochrome (black and white).

4.2 Sides

Set the printer for duplex (double-sided) printing. With the symmetric 1" margins, a gutter is unnecessary. Print the first sheet obverse (title page) in color. The first sheet reverse (identification page) may be printed in color if convenient, otherwise print it in monochrome (black and white).

Avoid printing on a simplex (single-sided) printer, except when absolutely necessary, such as when the content requires color printing, but only a simplex color printer is available. Be careful, because a single mis-fed sheet will crosslink subsequent pages, for example page 8 might print on the reverse of page 5.

4.3 Paper

Print documents on bright high-quality paper of greater than average weight. For example, Office Depot[®] Color Laser Paper (28 pound, 115 bright) produces excellent results. By comparison, Office Depot Premium White Copy Paper (20 pound, 104 bright) produces noticeably inferior results.

Note *A paper stock brightness number and its perceived brightness are often only loosely related.*

4.4 Binding

Use a standard plastic 19-ring comb binding. For thin or medium thickness documents (40–70 pages), use a 3/8" or 1/2" diameter comb. For thicker documents (150–250 pages), use a 5/8" or 3/4" diameter comb. Include a clear plastic front cover and an opaque plastic back cover. If a plastic cover is not included, print the cover on a heavyweight stock and include a blank back cover of equal weight.

4.5 Partial Printing

Sometimes you may want to print only a portion of the document. Select that portion in the **Print** dialog box, under **Page range**:

- To print the current page, click **Current page**.

- To print several noncontiguous pages, in the **Pages** text box, type the page numbers separated by commas. For example, to print the pages 10, 20, and 35, type **10,20,35**.
- To print a range of contiguous pages, separate the first and last page numbers in the range using a hyphen. For example, to print the pages from 10 through 35, type **10-35**.
- You can mix noncontiguous pages and ranges. For example, to print the pages from 10 through 35, page 42, from pages 45 through 50, and page 75, type **10-35,42,45-50,75**.
- You can print pages from particular sections or ranges that span sections, including sections that have unusual or noncontiguous numbering. This is especially useful when duplicate numbering exists, to distinguish for example pages iii through vi from pages 3 through 6. The current page and section numbers appear on the status bar, for example, **Page 8 Sec 5**. To print using section numbers, include the page **p** and section **s** prefix letters. For example,
 - To print the third section, type **s3**.
 - To print the third section and the sixth section, type **s3,s6**.
 - To print the third page of section 4 through the tenth page of section 5, type **p3s4-p10s5**.
 - To print the third page of section 4 through the tenth page of the same section, type **p3s4-p10s4**. If you specify section printing, you must include the section number prefix letters even within a single section.

4.6 Printing to PDF

When printing to Portable Document Format (pdf) using Adobe Acrobat (if installed), you must use version 8.1 or later. Version 8.0 and earlier cannot include heading bookmarks without adding undesirable spurious characters in page headers.

5.19 Code

Style Details

Code Normal + Font: (Default) DejaVu Sans Mono, 9 pt, Space After: 0 pt

Style Notes

Code is set in a nonstandard monospaced font, at a slightly reduced height because the font is somewhat large for its point size. At 9 point height, 86 characters of code fit within the margins. Documents containing this style can be configured for font embedding. (For information about font embedding, see “Nonstandard Monospaced Fonts” on page 14.)

Code Sample of Style Detail Extraction Macro

Run the following VBA macro within Microsoft Word to extract the details of the style gallery and place them into a new document.

```
Sub ListStyleGallery()
'
' ListStyleGallery Macro
' Macro created 1/13/2005 by Steven Wells
' List the details of ALL styles available in a document, built-in or custom.
'
Dim docActive As Document
Dim docNew As Document
Dim styleLoop As Style

Set docActive = ActiveDocument
Set docNew = Documents.Add

With docNew.Range
    .PageSetup.TopMargin = InchesToPoints(0.7)
    .PageSetup.BottomMargin = InchesToPoints(0.7)
    .PageSetup.LeftMargin = InchesToPoints(0.7)
    .PageSetup.RightMargin = InchesToPoints(0.7)
    .Paragraphs.TabStops.Add Position:=InchesToPoints(1.7)
    .Paragraphs.TabHangingIndent (1)
    .Font.Name = "Arial"
    .Font.Size = 10
End With

For Each styleLoop In docActive.Styles
    With docNew.Range
        .InsertAfter Text:=styleLoop.NameLocal & Chr(9) _
            & styleLoop.Description
        .InsertParagraphAfter
    End With
Next styleLoop
End Sub
```

5.20 Code Compact

Style Details

Code Compact Normal + Font: ProFontWindows, Space After: 0 pt

Style Notes

Code Compact is set in a nonstandard monospaced font that is somewhat small for its point size. At standard point height, 93 characters of compact code fit within the margins. Documents containing this style can be configured for font embedding. (For information about font embedding, see “Nonstandard Monospaced Fonts” on page 14.)

5.21 Typing

Style Details

Typing Default Paragraph Font + Font: Courier New, 10 pt, Bold

Style Notes

Typing is set in a monospaced font, used to represent typed entry from the keyboard. The font is set bold for readability and to contrast with regular descriptive text. **This is a Typing example.**

5.22 BIOS

Style Details

BIOS Code + Font color: White, Indent: Left: 1.5", Right: 1.5", Centered, Pattern: Clear (Dark Blue)

Style Notes

BIOS is set in a monospaced font, used to emulate screen captures as though captured before the operating system takes control. Manually adjust the left and right paragraph indentation symmetrically to emulate the particular screen content. Manually adjust the character color as necessary. To aid in layout, particularly when including line drawing characters, *temporarily* set the **Alignment to Left**.

5.23 Hyperlinks

Style Details

Hyperlink Default Paragraph Font + Underline, Font color: Blue

Style Notes

Hyperlink sets a character format for a hyperlinked address as a traditional web-based link.

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