



Company Design Specifications

File saving

1. Files should be saved in the appropriate folder in the CLE space for our team (i.e. templates in the *template* folder, etc.).
2. Files should be named such that it is easy to tell what the files are without actually opening them.
3. Don't save over the template, always rename the document appropriately.
4. Save your work often and if possible, back up on disk or in your user space.

General document info

1. Unless otherwise specified, all documents should use "Arial" for the default font.
2. Individual templates will specify font sizes, but body text will be 12 point by default.
3. Images within documents should be no smaller than 2 by 2 inches, and no larger than a normal screen minus a 2-inch border on all sides.
4. Line spacing will be "single" unless otherwise noted.
5. The company logo will only be used on the first page of documents, and only where appropriate.
6. Proper grammar and spelling should be used at all times, unless otherwise noted.
 - a) If information is in an outline format, grammar may be neglected.
7. Obscenities and vulgarity should not be used in company documents of any kind.

Policy document design specs

1. Use “Arial” font for all text.
 - a) 20 point for main title, 14 point for headings, and 12 point for topics and subheadings
 - b) “Arial Narrow” will be used for “lettered” subheadings, still in 12 point.
 - c) Main title, and headings will be in “Bold” text; all other will be normal text.
2. Use logo on the first page, located in the upper right hand corner.
 - a) Set image properties such that the logo is “behind text.”
3. Title of document should appear beside the logo, but should be lower such that the logo is the topmost image on the page.
4. Pages in document will have a 1” margin on the top and bottom and a 1.25” margin on either side of the page.
 - a) All text will be aligned left
 - b) Main title should have no indent
 - c) .5” indent on headings and numbered topics, .75” on lettered subheadings
5. Place a line, colour black, weight 2.5 points, and under the main title, to act as a page break (on the first page only).
 - a) Set properties so that it is “in front of text.”
 - b) Line should be solid and not dashed
6. If images are used, they should be aligned so that they obey the margin guidelines for the pages.
 - a) Alignment of the image should be to the center and images should get their own line.

Web page design specs

1. Design of web page will depend on whether or not it goes on the “public” page or the “private” page.
2. Private page will contain links to all company documents and templates.
3. Html on “private” pages will be as basic as possible (basically a table of links).
4. Html on “public” pages will contain company logo images and more design elements to be visually more appealing than private pages.
5. “Arial” font will be used for text.
 - a) Use 20 point for titles, and 12 point for body text on both pages.
 - b) Normal text and link text will be black. Active link text will be red, and visited link text will be gray.
6. Background will be white, with no image unless otherwise noted.
7. Images will be no larger than a full screen with a 2” border on all sides and no smaller than 2” square.
8. Each page will contain a link back to the respective homepage for both the “public” and “private” areas
9. Html, images, and other documents will be stored in the appropriate folders in the CLE space.
10. No extraneous items such as “counters” or random links will be used. The web space will be reserved solely for company related items.