<Product Logo>

PRODUCT NAME



User Manual

Welcome to <Product Name>!

Consult this document to learn the features, functionalities, and standard operating instructions for the <Product Name> solution.

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About This Guide

Use this section to indicate the document's audience and general purpose. Think of this section as an Abstract or Summary. For example, "This guide is for internal users of the Model 1 Registration Module."

Conventions

Helpful conventions and icons appear throughout this manual.

Text Conventions

Typeface	Description	Example
Italics	Field Name	Locate the *Name* field.
Bold	On-screen elements, navigational objects	Click Run to perform the import.
' '	Input	Enter '98-87654321' into the *EIN* field.
" "	Interface Text or File Names	"Error, do not return"
>	Navigation	Organization > Setup > Legal Entities.
Red Text	Important note	Submitting files four days prior to any regulatory deadlines guarantees meeting the filing date.
Hyperlink	Contains embedded link	Please visit the following URL: <https://product.com>

Support and Service

If you experience issues or have questions regarding this product, please contact <Product Support> or submit a case in the <Product Portal> through the following URL: <https://productname.com>. For more general information about <Product Support>, please visit the following URL: <https://productname.com/support>.

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Template Conventions

This template follows <Product> brand standards built in and displayed below. This template is intended for Customer Education, though streamlined versions can be created for other teams, such as Support, upon request.

Headers

Use the following headers, as needed.

> Note: The following branding, colors, and fonts are subject to change.

Title

Subtitle

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Text

Normal and No Space text should always be justified.

Paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text.

Bullets

Bullets can be set to font size 10 or 11 depending on formatting needs. Bulleted clauses should end in a form of punctuation (usually a period, but commas or semicolons may be more appropriate). Bulleted lists of single words/phrases (e.g., parameters, fields, impacted tables) don't need punctuation.

- Bullet 1
    - Bullet 2
        - Bullet 3

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Standards

Colors

- Black
  - #00000
  - R: 0 G: 0 B: 0
- Dark Blue
  - #263441
  - R: 38 G: 52 B: 65
- Orange
  - #ff9f37
  - R: 255 G: 159 B: 55
- Red
  - #e53530
  - R: 229 G: 53 B: 48
- Green
  - #5abe8a
  - R: 90 G: 190 B: 138
- Link Blue
  - #1689ce
  - R: 22 G: 137 B: 206

UI Items

- Follow/mimic the UI, even if there's a typo in the UI.
- The left-hand side of the UI is called the Navigation Menu.
  - Navigate to **Settings** > **Security**.
  - This is for page navigation, tabs, sliding panels, etc.
- Button icons should be formatted to appear inline and not adjust the spacing of the text.
  - Click **Delete** ☒.
- Dropdown, login, username, password, etc.
- Expand = *X* dropdown
  - Select X
  - Click X

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Tables

See below for an example table. Bold text in the top row with a #3F5A72 background and white text. Include a single space of Normal Style between a Paragraph and the following text as space allows. Ability to add in shaded rows, as desired.

Typeface	Description	Example

Notes

> Note: This step is optional if using default mapping and recommended criteria from <Product Name>.

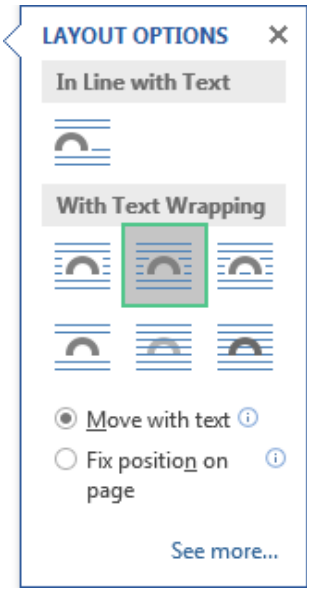
Page Breaks

Use page breaks to improve formatting. Ideally, pages will be self-contained and discuss a complete thought or concept. Don't allow hanging paragraphs. Note use of the page break below.

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Images

Take interface screenshots with extreme care. The goal is to show off the interface. A new user must be able to easily navigate the interface by referencing the screenshots. Screenshots should have border shadowing, but not hard lines.



Additional image notes are as follows:

- Images may appear to the right or below the text.
- Images should never break up a paragraph.
- Images should never begin a page, where possible.
- Images should be contained within the margins.
- Images should be clean; reduce image clutter as appropriate

Image Notation

Use SnagIt for image captures.

- Use either #e53530 or #51C68B in a box to indicate a final click (e.g., surround Submit).
- To warn users about an object, cross with an "X" by using two lines using #E53530.
- Use standard Snagit yellow for highlighting.
- When possible, leave about one pixel between the added box and the button in the interface.
- The mouse should not appear in captured images.

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