Formal Document Template

ECE 492 – Spring 2014

Latest Revision: Click to enter the date.

Prepared by: Click to enter your name.

**Abstract**

This document is intended for use as a template for the creation of other formal documents, such as ATP, analysis memos, and other deliverables.

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# Executive Summary

## Introduction

Using a consistent document format makes a project look more organized and makes inspecting documents much easier. It also saves team members the time of creating a new format every time they have to write something.

# Using Styles

The large red titles are created using the “Heading 1” style, and the smaller black titles are “Heading 2”. By using these styles, the Table of Contents will automatically be updated with section headings, saving authors the trouble of making a Table of Contents manually.

## A Word of Caution

This document was created using Microsoft Word 2007 for Windows running on Windows XP. It has been observed that using other versions of Word (eg. Word 2008 for Mac) slightly alters the layout of the document, so use caution when editing. As with all final documents, save it as a PDF to ensure that it is displayed correctly.

# Section Breaks

Section breaks are great for doing things like inserting a landscape page into a document where all other pages are in portrait layout.

|  |  |
| --- | --- |
| **Item** | **Description** |
|   | **Table Format** |
| **1** | This is a basic format for tables. It was originally created in Excel. Feel free to use it. |

# More About Section Breaks

Make sure that the page numbers at the top are displayed correctly when using Section Breaks. If they aren’t, click inside the page header and go to the “Header & Footer Tools – Design” tab. Towards the middle, in the “Navigation” section, there should be an option named “Link to Previous”. Make sure this is not selected, especially when changing from landscape to portrait layouts (or vice versa).