

Document Standards

To keep all files consistent and more professional, documents should conform to the following standards as far as possible – especially those to be uploaded to the website.

Word Page Layout	Knellwood letterhead at top L corner of first page – see under ‘Admin’ on ‘Trustees Only’ portal. It can be re-sized as required.
Margins	2.54cms for top, bottom, Left and Right (i.e. the default setting) (The R margin can always be moved if necessary, as it is here.)
Font	Arial 12-pt (or Calibri 11pt) for body text, 14-pt bold for headings and 12-pt bold italic for sub-headings. <u>No underlines.</u>
Line Spacing	Single (1.0) if possible. All files must be at 100%.
File Types	.doc, .docx, .xlsx, .xls and .xlxml are all OK. .odt (Libre Office) - only if absolutely necessary. .doc and .docx files will be converted to pdf format before uploading to the portal (e.g. Board and Committee meeting minutes).
Paragraphs and lists	Order: 1. 2. 3. ... then a) b) c) ... then ‘dot’ lists, then ‘-‘ lists. All lists to be aligned, using tabs – not spaces.
Filename	Short but explanatory, e.g: CQA Mins_1.0.docx Finance Mins_081119.docx Quality Rpt_Nov-Dec 2020.xlsx (See <i>Filename Standards</i> and <i>Version Control Procedure</i> .)
Document Titles	Centred, short and concise, e.g:

Finance Meeting Friday 8 November 2019

Minutes

Tables (Word or Excel) All column headings must be bold and centred.

Language settings on all PCs and laptops must be English – UK (not US!)

Finally: Never call a file ‘FINAL’! (You never know) Identify it by a date or a version.