

3.4 Formatting Special Notices

This module shows you how to format Special Notices, including *Notes*, *Warnings*, *Cautions*, and *Dangers* within your procedures. Place special notices at the point *before* which they are relevant. Please follow the guidelines below to format special notices in procedures (see Table 6).

Table 6. Formatting Special Notices

	What to do	Example
Notes	Type “Note” with a colon.	Note: This is text for a special note.
Warnings	Type “Warning” with a colon and italicize. Do not italicize the text of the Warning.	<i>Warning:</i> This is text for a warning.
Cautions	Type “Caution” with a colon and bold. Skip one line before typing the text of the caution.	Caution: This is text for a caution.
Dangers	Type “Danger” with a colon in all capital letters and bold. Bold and draw a box around the text of the danger notice.	DANGER: This is text for a danger notice.

Source: McMurrey, David A. “Online Technical Writing: Instructions.” 24 October 2007. <<http://www.io.com/~hcexres/textbook/instrux.html>>.