

### 3.5 Formatting Text

The text of your document will also include some formatting choices. Decisions such as the typeface and point size of the text will affect the readability of your procedures. Use the following guidelines to format the text of your documentation.

1. Choose a typeface familiar to the audience.
2. Choose a 12 or 14-point font size for readability.
3. Do not type long passages in all caps or italics.
4. Use cuing (bolding, italicizing, color) to indicate special or important information.
5. Use a serif font for body text (e.g., Times New Roman, Garamond).
6. Use a sans-serif (plain) font for headings (e.g., Arial).
7. Avoid long sentences.

