

3.7 Formatting Procedure Page Layouts

The easiest and most efficient way to number your document is to use a *modular design*, meaning you should place each task on its own separate page. Each module should contain all the information necessary to complete the task. As an example, this document uses a modular design. In addition, you should also use the following design tips to number your pages effectively.

1. Use a modular format. Place each procedure (including heading, overview, and steps) on a separate page. This format will allow you to continue adding procedures to your manual and provide an easy format for the audience to navigate.
2. Create a hierarchy of headings. Start with the name of task at the top of the page. For more information, see **Module 3.1 Formatting Procedure Headings**.
3. Put task names in the headers or footers of the instructions pages. This will help the audience navigate the document easily and remember tasks (see Figure 1).

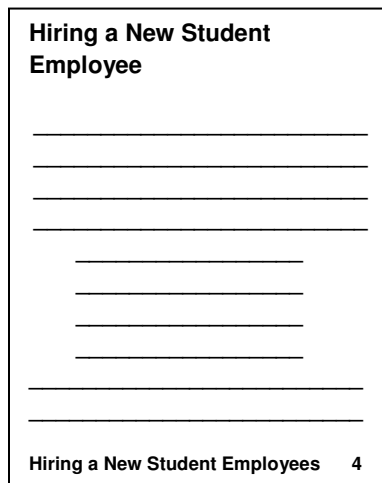


Figure 1. Placing task names in headers and footers.

4. Paginate the document sequentially. Typically, you should include page numbers in the bottom, right or center of the page, next to the footer.
5. Place visuals, such as graphics and tables, at the point in the text at which you reference them.
6. Use type styles and sizes consistently throughout the document.
7. Provide a *Table of Contents* and a *List of Figures and Tables* if the document is longer than ten pages. These items are useful navigational tools and will help the audience find the information they need quickly.