

Intel® Easy Steps

Document Style Guide - Basic Course

Earlier versions of InDesign (before CS5.5) need to use .idml file.

When placing file (Word.doc) select "Import options". Place content and select "Remove styles & formatting for text and tables"

If text formatting does not work. Select all text, apply style, the style now will have a "+" next to style name. Right click and select Apply "name of style", clear all.

NOTE: Neo Sans Intel is the typeface for all Easy Steps materials. Neo Sans Intel is proprietary to Intel. Family includes: Light, Light Italic, Regular, Regular Italic, Medium, and Medium Italic.

You can purchase the Neo Sans font at http://www.fonts.com/FindFonts/_IntelFonts.htm

If font is not available use Verdana font.

Font point size and leading examples are shown: 12/16 (12pt on 16pt Leading/Line Spacing)

Styles are setup in the Paragraph Styles Palette: Window > Styles > Paragraph Styles



Easy Steps Accent Color - CMYK: 100/0/19/23 RGB: 0/124/146



Paragraph Styles - CMYK: 100/40/0/0 RGB: 0/113/197

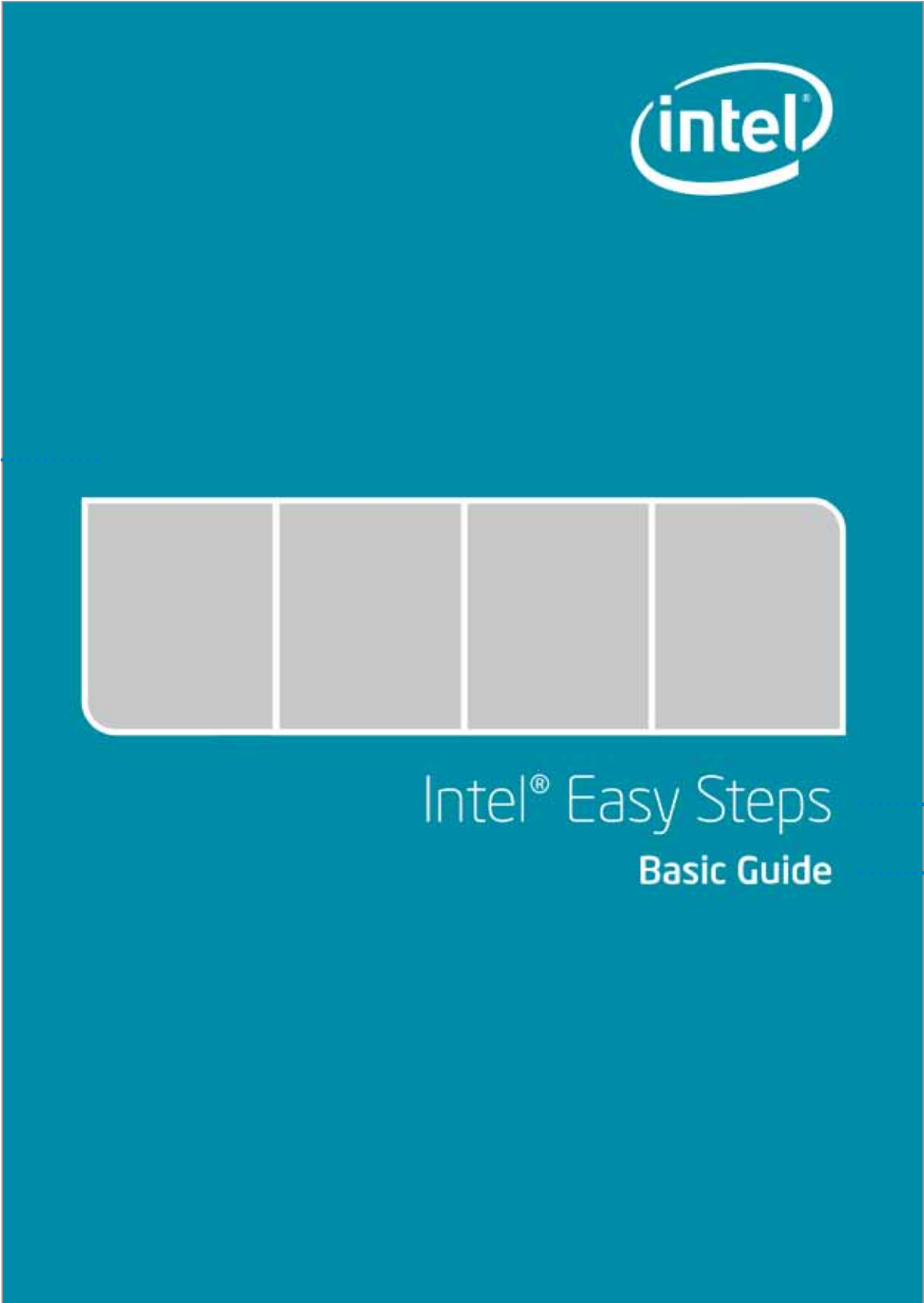


Character Styles - CMYK: 0/60/100/0 RGB: 255/92/0



Master Page - CMYK: 0/0/0/50 RGB: 147/149/152

Accent Color Background



Cover Text Treatment

Cover Project Guide Name

Earlier versions of InDesign (before CS5.5) need to use .indd file.

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Paragraph Styles - CMYK: 100/40/0/0 RGB: 0/113/197



Character Styles - CMYK: 0/60/100/0 RGB: 255/92/0



Master Page - CMYK: 0/0/0/50 RGB: 147/149/152

Easy Steps Text Treatment

The screenshot shows a document page with the following elements and their corresponding labels:

- Intel® Easy Steps** (Page Header) - Easy Steps Text Treatment
- Overview** (Section Header) - Project Description
- Module 1** (Section Head) - Section Head
- Introducing Computers and Operating Systems** (Head 1) - Head 1
- Description:** Computers have become an important part of everyday life in today's world. Many people use computers to keep records, do calculations, search information, store pictures and music, play games and communicate with others. (Intro Body Text) - Intro Body Text
- Computers have changed the way we work and live.** This course is designed to help you develop new skills which will enable you to use a computer to communicate, solve problems, and research, collect, organize and share information. The course provides you many hands-on experiences to explore and discover basic computer applications. (Body Text) - Body Text
- Activity 1: Introducing Yourself** (Sub-Head 1) - Sub-Head 1
- In this activity, you will have an opportunity to introduce yourself and meet other participants.** On the lines below, you can list the key points you want to share with others, such as your name, occupation, interests and an interesting fact about yourself. (Lines - Body) - Lines - Body
- TOC - Overview 1** (Sub-Head 1) - Sub-Head 1
- Part 1- Learning New Skills** (List Head) - List Head
- Module 1: Introducing Computers and Operating Systems** 1.1 (List_Sub - Indent) - List_Sub - Indent
- Module 2: Introducing Internet and Email** 2.1
- Module 3: Introducing Word Processing** 3.1
- Using Typing Keys** (Section Header)
- In addition to letters, numerals, punctuation marks, and symbols, the typing keys also include SHIFT, CAPS LOCK, the TAB key, ENTER, the SPACEBAR, and BACKSPACE.**
- Table:**

Key Name	Key Image	Function
Name here		Press SHIFT in combination with a letter to type an uppercase letter. Press SHIFT in combination with another key to type the symbol shown on the upper part of that key.
- Page Number** - 2
- Course & Version** - Intel® Easy Steps Version 1.0
- Legal** - © [year] Intel Corporation. All rights reserved.

Project Description

Section Head

Head 1

Intro Body Text

Body Text

Sub-Head 1

Lines - Body

Sub-Head 1

List Head

List_Sub - Indent

Table Style - Intel Basic Table Style

Page Number

2

Course & Version

Intel® Easy Steps
Version 1.0

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Legal

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Character Styles - CMYK: 0/60/100/0 RGB: 255/92/0



Master Page - CMYK: 0/0/0/50 RGB: 147/149/152

Page 2 - Program Name

Character Style

Legal

Appendix

Internet Safety Guidelines

Appendix

Internet Safety Guidelines

Privacy is important. When you interact on the Internet, you may have to give out personal information. You have the right and the opportunity to decide who has access to your personal information, and how that information is used. It's also important to protect yourself.

Be Aware of Who can See Your Information

You should be aware that when you interact on the Internet, particularly if you register to use a Web site, create an email account, a chat messenger account, public blog or wiki, or join a social network, there are many people who might have access to the information that you show online.

Advertisers: The Internet is typically used by people or companies that want to sell you something.

Module 1

Activity 4: Introduction to Operating System

Whenever you turn on the computer, the operating system, which is the most important program in the computer, starts automatically.

In this activity, we will explore Ubuntu OpenOffice*.

Step 1: Turn on the Computer

Turn on your computer by pressing the Power On button on the computer. When you turn on the computer and the operating system has finished loading, the computer's Desktop is displayed on the monitor.

Step 2: Learning about Desktop

After you turn on the computer, the monitor will display a main image on the screen. This is called the desktop. The desktop is so named because it functions like a "virtual" desk workspace; it has place to work, a place to file documents, and is the location of various tools to help you complete your tasks.

For help, see Word Processing Skill 1.1: To start word processing software



Screen Shot Example

Page 2 - Section Description

Section Head

Head 1

Body Text

Sub-Head 1

Section Head

Sub-Head 3

Help Guide Ref.

Photo Caption

Page Number

Course & Version