


Redefining the Use of Augmented Reality

Documentation Standards

Version 1.0
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0.0 Version History

VERSION 1.0

Version 1.0 is the original version of the Documentation Standards document. This version of the document was created as part of the Quality Assurance Plan Version 1.0

1.0 Introduction

All documentation will be produced in Pages for OS X. These files can be edited and viewed using Pages for OS X, Pages for iOS or Pages for iCloud. A PDF exported version of the document can be viewed by any appropriate PDF reader, but cannot be edited.

2.0 Consistency

All documentation should follow a consistent style. All text should use 'Helvetica Neue' font, except in special circumstances. The AUT logo should be present in a corner of the document (usually top-right), and the name and page number of the document should appear in the footer (except on the title page). Font and line weights should be thinner than regular (e.g., 0.75pt line weight and 'Light' font weight), to give the document a 'lightweight' overall look and feel.

3.0 Proofreading

All documents must be proofread by at least two team members (including the Quality Control team member — see Team Member Roles) before being presented to the client or any AUT staff.

4.0 Exporting

Document files may be exported for viewing on non-supported devices or when read-only viewing of a document is required. Files must be exported in PDF format, using the "Best" quality setting for image quality. Exported files must have an appropriate, unambiguous name which directly encompasses the contents of the document.

5.0 Sharing & Editing

Sharing of the document files should be done using Pages for iCloud wherever possible to ensure that only a single, fully updated version of the document exists. It is foreseeable that documents may need to be shared in offline form (where incompatibilities may exist), therefore any changes that need to be made to the offline document must be made to the online master copy.

6.0 Images

Images must be of a resolution and size appropriate for the intended purpose — they must not appear blurry or otherwise visually unappealing. Text in images must be clearly legible. Resized images must match the proportions of the original image — as to not 'skew' the image in any way.

7.0 References

All direct and indirect quotes, and images from external sources must be referenced using APA 6th referencing. A reference list is to be maintained near the end of the document (usually before the disclaimer).

8.0 Printing

Documents that are to be printed must fit cleanly within the margins of the intended page size. All text should be clearly legible, all images must be clear, and (where possible) the document should be professionally bound. Pages with colour images or text should be printed in colour, rather than black and white.