

## Purpose

The purpose of this document is to provide a style guide and establish a set of parameters for the composition of Standard Operating Procedures for **department**.

The creation of these documents regularly includes the import and use of Microsoft Word formatting styles and SnagIt screen captures. This document will also provide instructions for setting up these elements.

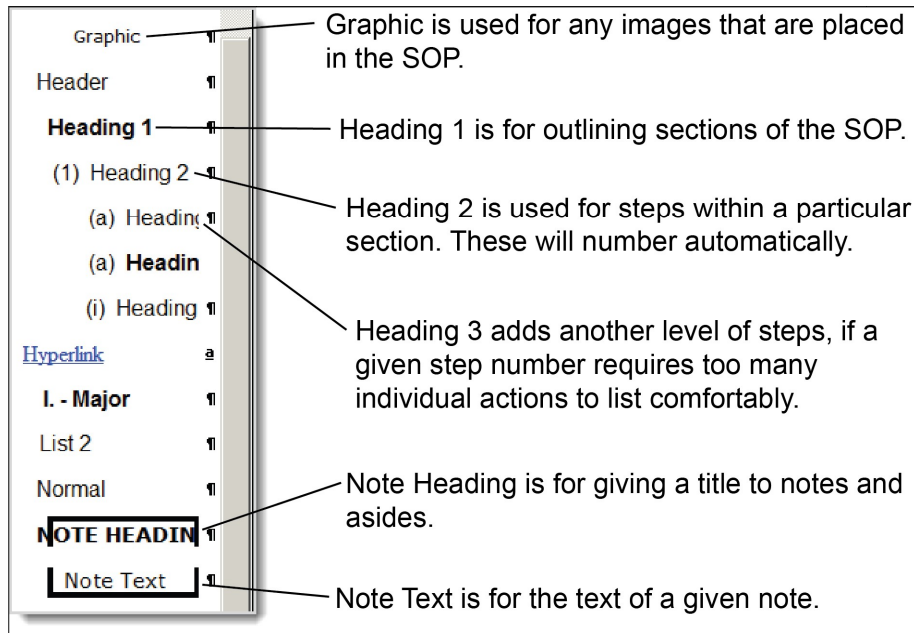
## A: Template and Styles Setup

- (1) The template form for SOPs (**Form #**) is located on **Internal Website**, under the SOP tab. Download the file.
- (2) Open the form in Microsoft Word and fill in the required information at the top (the SOP number, responsible manager, title, etc).
- (3) Fill in the Purpose, Usage and Process sections.
  - (a) In Purpose, write a general description of the task. For example, "This document provides an SOP for creating Data Table entries."
  - (b) In Usage, write "The procedures in this SOP are intended to be performed by <position title>."
  - (c) In Process, write the steps used to accomplish the task. Compose these in short, declarative sentences with as little ambiguity as possible. They will generally outline an action, and then describe the result. For example, "Click the Windows icon in the lower left hand corner of the screen. The Start menu will open."
- (4) Import the document styles.
  - (a) In the Word menu bar, select Format>Styles and Formatting. This will display a sidebar showing the styles currently used in the Word document.
  - (b) At the bottom, under Show: select Custom...
  - (c) In this window, select Styles...
  - (d) In the next window select Organizer.
  - (e) In the right side of this window, Normal.dot will be open. This is the normal Word template that the document draws style information from. Click Close File.
  - (f) Click Open File. An open window will appear.
  - (g) Navigate to **Drive location**. Any previously published SOP will have the standard styles used in **department** SOPs. Open one of them.
  - (h) Highlight the entire list in the right window and click the left arrow to import them into the current document.
  - (i) You will be asked if you want to overwrite any styles. Click Yes to All and exit out of the window. The formatting styles will now appear in the right pane in Word.

## Writing Sample

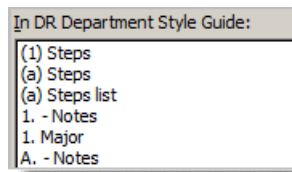
### SOP Style and Standards Guide

(5) Use the styles below to format the document.



#### B: Image creation, import, and formatting

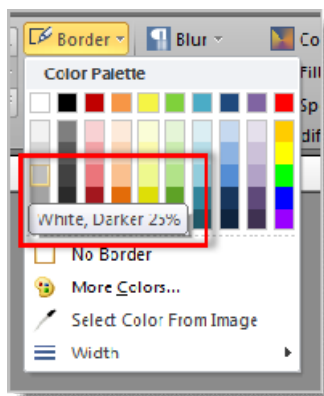
- (1) When necessary, screen captures and images help illustrate a step or show the reader what they should be seeing.
- (2) Use SnagIt to take screen captures of relevant steps in the process. PrintScreen activates the screenshot mode of SnagIt.
- (3) SOPs are used in PDF and printed versions, so screenshots must be clear and easily readable in either color or black and white.
- (4) Any screen capture that has white edges or does not show a complete object should have both a border and a drop shadow. This gives the image definition and avoids confusion.



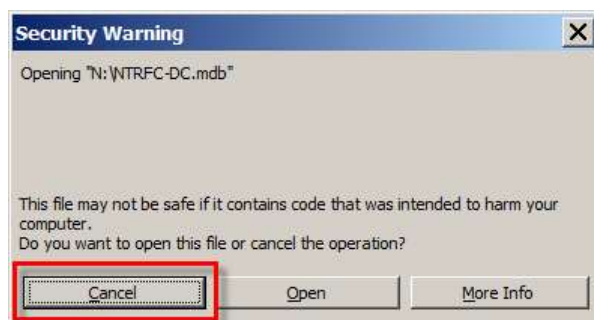
- (a) Once you've screen-capped and cropped the image to the desired size, select Border in the Image tab in SnagIt.
- (b) Set the color to White, Darker, 25% on the left side. Set the Width to 2 pt.

## Writing Sample

### SOP Style and Standards Guide



- (c) Select Effects from the Image tab. Select Drop Shadow and set a lower right one.
  - (d) Click the lowest down arrow next to the preset styles. At the bottom select Add to Quick Styles. This keeps these settings in memory so they will show up every time you use SnagIt.
- (5) For screenshots of a particular window or any other object that has clearly defined boundaries, no drop shadow or border is needed.
- (6) If you need to highlight something in an image, use a red box.



- (7) Images can be copy-pasted directly from SnagIt into Word. Set them to graphics style, which centers them and provides spacing.