

[Company Name]
[Project Name]

[Document Name]
[Version Number]

5.4 Adding Notes

Use notes to highlight pre-requisites, shortcuts, and other actions that should be highlighted to the user's attention.

To add a text note, select the text you want to make into a note. Then, click **Note** from the styles drop-down menu.

Note: Insert your note here. Insert your note here.

5.5 Adding Warnings

Use warnings to highlight actions that may have a serious impact on the system, for example, when purging data, or may compromise the user's safety.

Warning: Highlight if damage to data, systems and/or individuals may occur if instructions are not followed carefully.

5.6 Adding Comments

Use this style when adding comments, quotes or other such devices to the text.

Add comments, Add quotes, Add comments, Add quotes.

5.7 Adding Code Samples

Select your text and click **Code** from the styles menu.

```
Indent Number List: When a scheduled installation is missed. Indent Number List: When a scheduled installation is missed. Indent Number List: When a scheduled installation is missed. Indent Number List
```

Microsoft Word User Guide

J Elliott



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