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Synchronicity PBS

## **So how you do?**

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First open the document that you are going to edit or create a new one.

Header should consist the name of the project (LULOP2, in capital letters) name and the subject of the document.

Header should also have the current date, in year-month-day format which always updates when the document has been edited.

This help to track down versions since each time when document is published, it is done via PDF format. More from PDF in this document later.

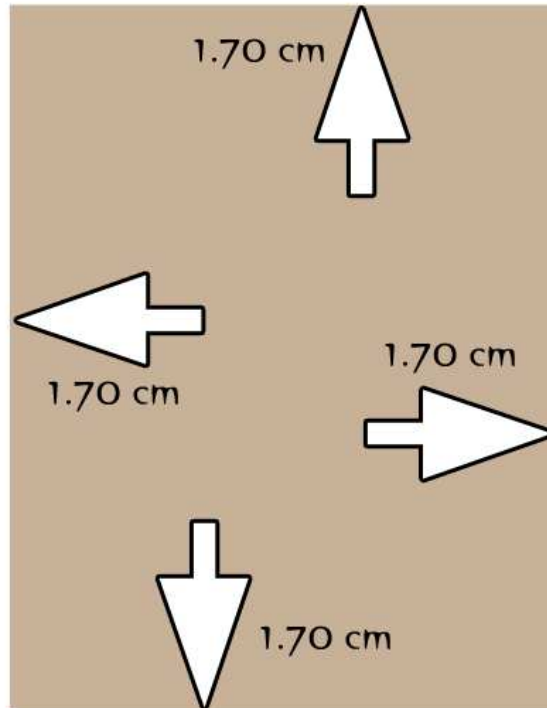
As the documents usually have more pages than one, the current number and the total number of pages should be placed in the right corner of the header.

For example like this:

```
"current_page"("total_number_of_pages")
```

### **Margins**

All four dimensions are with the same value of 1.7 centimeters.



## Font and sizing

Body and table text font is "Bitstream Vera Sans", size 12 pt.  
Also the font in the header is above mentioned, size 14 pt.

Heading level 1 should have page width underline, font "Verdana" and size 16.8 pt.

Heading level 2 also "Verdana" and size 14 pt.

## PDF

After the document has reached to some point where it has enough content and main structure what it is going to be, one should use a printer called "PDFcreator" and use the dialog to save the pdf with same name as the document itself has. Of course the file extension will be different.

This printer is also available in [sourceforge.net](http://sourceforge.net) where LULOP2 has its file releases.

## First page header

As it is in this document, so it should be in the others, that there is the logo of the LULOP software development, name of the writer, as there should be the contact

information aswell.

Don't forget the company name if you happen to be employed by one.