

## Guidelines for ASTM pdf Report Form Creation via MS Word Update 8/20/08

### Within Word

Margins should be set as follows:

Top, right, bottom = 1/2"

Left = 1" (for binding)

Form Headers (Bold):

Test Name: Sequence III G

Form: Form #

Form Description Below Header. No Underlining. Make Bold

### Field Labels

- Font – Times New Roman
- Style – Bold (Dropped 8/12/08 because of the need to bold headers since shading of headers was dropped)
- Size –12 ( As needed)
- Proper case capitalization should be used.
  - Example – “N = Results cannot be interpreted(Refer to comment section)“  
*rather than*  
” N = RESULTS CANNOT BE INTERPRETED(REFER TO COMMENT SECTION)“
- Test Number fields should be squeezed together except where the individual items are listed as separate fields.

### Value Boxes

To ensure the box for the value is properly sized do the following:

- Font – Times New Roman
- Size –10
- Insert capital Cs for character values and 8’s for numeric data including the sign and decimal point to simulate the maximum value length to be entered so that the box is big enough for the fillable field to hold the maximum value length.

### Shading

- 50% Shading on blanked out form areas
- No Shading on headers (Adopted 8/12/08 per lab requests)

All tables should have borders set in Word

- Set table borders to 1pt thickness. Do not use double borders.
- Tables are to be centered on the page
- Column headers are to be centered and proper case capitalization

All pages are to be numbered starting at Form 1. ~~Form numbers are placed in the bottom margin and centered. ONLY on new test areas.~~ Deleted on 12/5/2013 TMC does not feel this is the best practice.

Sentences containing numbers 1-10 should have the numbers spelled out completely (e.g. one, two, three, etc.). Numbers 11 and above should be written as Arabic numerals. Numbers starting a sentence should be spelled out.

Final result text and values are to be bolded. Entire row is bolded.

Units in titles are to be enclosed in parenthesis

#### **Within Adobe: Form Fields**

- Field Font – Times New Roman
- Font Style – Normal
- Font Size – 10
- Field Auto Sizing OFF
- Text fields and numeric fields not including Operational Data should be Center Justified.
- ~~Operational data should be Right justified, which will align the decimals.~~ Deleted 12/5/2013 TMC does not feel this is the best practice.

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