

Create A Quick Reference Guide

6 Sample Layouts in Word® & PowerPoint ®

SHARON SMITH

Quick Reference Guide Editing Tips

Creating visual step-by-step instruction guides in Microsoft® Word® or PowerPoint® is fun and easy!

The following list of real-life example templates are included in this package. Use these as a jump-off to create your own customized Quick Reference Guides.



1. Horizontal 1-Page Layout – Great for a high-level overview
2. Horizontal Multi-Page Layout – Great for processes with lots of steps
3. Vertical Layout with Grid – Great for step-by-step instructions
4. Vertical Layout with No Grid – Great for technical user guide documentation



5. A 4-step and a 6-step visual guide template is included
 - Great for guides that include images or pictures
 - PowerPoint file includes Instructions and Tips
 - Quick Reference Guide Template Icons are included

Includes:

- 4 Sample Layouts in Word®
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Kickstart your technical guides today!

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Ensheng Dong

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