

[Note: Updates highlighted in yellow reflect current changes in each release.]

Abbreviations <u>Acronyms</u> Active vs. passive voice Alt text best practices Battery life Battery-life disclaimer **Brand tone Bulleted lists** Commas: serial **Content readability** Disclaimer in footnotes Headlines, subheadings, & labels: punctuation & case Hyphenation: when to use/what to capitalize Latin abbreviations MDA compliance: spec lists **Numbers & measurements**

Preferred terminology: 2-in1 vs

convertible

Preferred use & spelling Product naming conventions Product references **Quotation marks** Reusable language (MS, Intel) Second person **Symbols** Terms & phrases to avoid Treatment of dual processor brands Treatment of Lenovo branded terms Units of measurement **USB** ports reference & disclaimer Use of trademark symbols Words with "ultra," "multi," & hyphenation

Abbreviations

When referencing measurements of any kind, use abbreviations in both bullet lists, tech specs, and copy blocks (e.g., kg, lb, MP, "). One exception is when writing the browser title for SEO, use the term "inch" without a hyphen (as it ranks higher). Also, our standard is to close up the space between the number and the measurement, as in 1.28kg / 2.82lbs—note that we always provide metric first and then the Imperial (aka American version). See also Symbols.

Acronyms

When using an acronym for the first time, spell out first occurrence along with acronym in parentheses:

- Remote PC Assist Technology (RPAT)
- · Active Protection System (APS)
- Trusted Platform Module (TPM)
- high-performance computing (HPC)

Thereafter (in the same section only), just use the acronym. Note, however, that people don't necessarily read linearly on the web; so if an acronym is used multiple times on a page (e.g., in the hero, in the features, in tech specs), be sure to spell out in full for each section. If the acronym is widely known and understood by our audience (e.g., CPU, RAM, HDMI), iust use the acronym. Also, keep in mind that while the acronym is always.