

Documents

Which document platform to use

Google Docs enables you to share information in a fluid and integrated way with others, including taking comments and suggestions. Remember to make final versions "View Only" so they can't be changed.

However, it is not secure for sharing sensitive information.

[Cryptpad](#) is a shared document app similar to Google Docs but far more secure, especially if used with a password (but it is not as user friendly). Use Cryptpad for any restricted information like plans or lists of participants, and always save these with a password.

Document Format & Structure

- See [Accessible documents & outreach materials](#)
- **Add Document Specs** (aim, date and origin of the doc) at the top of your documents. It makes clear to everyone reading what the doc seeks to achieve and prevents docs being circulated that spread misinformation. See below for a template
- Karla is the preferred sans serif font
- For titles use XR's [FUCXed CAPS](#) if you can install it. This isn't possible in Google Docs, so use Oswald instead.
- For important documents that will be circulated publicly, use the [Style Guide](#) for guidance on formatting, sizing of graphic design visuals etc.
- Make the name of the doc clear and different to other docs.
- Keep it short - rebels are overloaded with information!
- Put key information (date/time/call to action and chat links) at the top and link to further sections below.
- Do not include spicy information or implicate organisers.
- Have a clear layout and use engaging images (from the campaign).
- Use [short links](#) to reduce the length of the URL when linking the doc

Document Specs template

Try to include as many of these as you can at the top of your docs, but not all are compulsory. E.g. If the status of a doc is 'finished' (and is for an event/specific rebellion) it may not always require a timeline.

Date Created: DD/MM/YY

Author: Name and role

Contributors: Names and roles or groups / circles

Stakeholders: Names and roles or groups / circles

Intended distribution: Groups, circles, people - or "Do not share!"

Status: FINISHED/DRAFT/IN PROGRESS/Safe enough to try

Purpose: To do this, that or the other

Timeline: For this week/that month/that duration

Feedback: Please use comments/email mail@mail.mail
