[“Title” or delete]

[“Subtitle” or delete]

XX Month YYYY

Place your cursor on the “Title” field and then type the required text which will replace the prompt text in the grey field. Press F11 to move on to the next prompt field and fill in the required text – or delete these fields.

About a dozen paragraph styles have been set up in this template. Firstly, all body copy text must be in Verdana 11pt with single spacing – ie, “Body copy” style.

Ensure that no other formatting styles are imported into this template. A continuation page will automatically appear when required.

1. Heading A sample

Lorem ipsum

* 1. Heading B sample

Lorem ipsum

* + 1. Heading C sample

Lorem ipsum

There are 11 paragraph styles built into this template. They are “Body copy”, “Cover date”, “Cover subtitle”, “Cover title”, “Heading A”, “Heading B”, “Heading C”, “List Bullet”, “List Bullet 2”, “List Number” and “Running footer”.

Avoid using the “Numbering” button and the “Multilevel List” button in the “Paragraph” Group in the Home tab. Use the built-in numbered paragraph styles instead – eg. Heading A, B, C, “List Number”.

If the numbers or formatting need to be reset, click once on the automatic numbering and right-click to view the drop down menu. Select “Continue Numbering” or “Set Numbering Value” or another option. Otherwise, select the heading and apply the “Clear All” style to remove all the attributes. Select the heading and apply the relevant numbered heading style.

These heading styles must always be selected (or reapplied) from the Quick Styles or full Styles list.

1. Tables

Please use the following “Table heading” and “Table body copy” styles inside a table.

Use the “Table title” style to link to the Table of figures

Use the “[define style]” table style from the Table Tools> Design> Table Styles menu.

|  |  |  |  |
| --- | --- | --- | --- |
| Table heading | Table heading | Table heading | Table heading |
| Table heading | Table body copy | Table body copy | Table body copy |
| Table heading | Table body copy | Table body copy | Table body copy |
| Table heading | Table body copy | Table body copy | Table body copy |
| Table heading | Table body copy | Table body copy | Table body copy |
|  |  |  |  |