Heading 1 No TOC – use this heading for Heading 1's that should not generate into the TOC (such as for the Table of Contents Heading 1 itself) (Make initial character 48 pt.)

1. Heading 1 (Make initial character 48 pt.)

Body text is used after Heading 1 in chapters (and Heading 2 in chapters, as well as Heading 6 and Heading 7 in appendices)

1.1. Heading 2

Body text is used after Heading 2 in chapters (and Heading 1 in chapters, and Heading 6 and Heading 7 in appendices)

p Bullet 1 Hd 2 is used for the first level of bullets under Body following Heading 2 in chapters (and Heading 1 in chapters, as well as Heading 6 and Heading 7 in appendices)

Body Hd2 Ind 1 is used to indent text following a Bullet 1 Hd 2 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

n Bullet 2 Hd 2 is used for the second level of bullets under Bullet 1 Hd2

Body Hd 2 Ind 2 is used to indent text following a Bullet 2 Hd 2 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

1.1.1 Heading 3

Body Hd 3 is used after Heading 3 in chapters (and Heading 8 in appendices)

p Bullet 1 Hd 3 is used for the first level of bullets after Body Hd 3 following Heading 3 in chapters (and Heading 8 in appendices)

Body Hd 3 Ind 1 is used to indent text following a Bullet 1 Hd 3 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

n Bullet 2 Hd 3 is used for the second level of bullets under Bullet 1 Hd 3

Body Hd 3 Ind 2 is used to indent text following a Bullet 2 Hd 3 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

1.1.1.1 Heading 4

Body Hd 4 is used after Heading 4 in chapters (and Heading 9 in appendices).

p   Bullet 1 Hd 4 is used for the first level of bullets after Body Hd 4

Body Hd 4 Ind 1 is used to indent text following a Bullet 1 Hd 4 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

n   Bullet 2 Hd 4 is used for the second level of bullets under Bullet 1 Hd 4

Body Hd 4 Ind 2 is used to indent text following a Bullet 2 Hd 4 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

1.1.1.1.1 Heading 5

Body Hd 5 is used after Heading 5 in chapters (There is no equivalent for appendices.)

p   Bullet 1 Hd 5 is used for the first level of bullets after Body Hd 5 (There is no equivalent for appendices.)

Body Hd 5 Ind 1 is used to indent text following a Bulled 1 Hd 4 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

n   Bullet 2 Hd 5 is used for the second level of bullets under Bullet 1 Hd 4

Body Hd 5 Ind 2 is used to indent text following a Bullet 2 Hd 5 (if the text continues the same thought as the bullet, but requires a separate paragraph)

Body Italic is character formatting. It is used for the title of documents and for emphasis.

Proprietary and Confidential – Use in the Footer. This is a character format.

1 – Page Number Character Format

Table 1: Caption – Use to format a caption for a Table, after using insert menu to insert a caption

	Table Head	Table Head
Table Text	Table Text	Table Text
Table Text	n Table Bullet First – Use for first bullet in a list of bullets in a table. (Has space before paragraph) Table Text Ind – Use to Indent Text after a bulleted item (if the text continues the same thought as the bullet, but requires a separate paragraph.) n Table Bullet – Use for remainder of bullets in a list (does not have space before the paragraph) n Table Bullet n Table Bullet	n Table Bullet First – Use for first bullet in a list of bullets in a table. n Table Bullet n Table Bullet

Appendix A: Heading 6 – Use this as a Heading 1 for appendices. It starts with "Appendix X: " and is formatted to automatically increment. (Make initial

Body text is used after Heading 6 in appendices (and Heading 7 in appendices, as well as Heading 1 and Heading 2 in chapters)

A.1.   Heading 7 – Use this as a Heading 2 for appendices

Body text is used after Heading 7 in appendices (and Heading 6 in appendices, as well as Heading 1 and Heading 2 in chapters)

p   Bullet 1 Hd 2 is used for the first level of bullets under Body

   Body Hd2 Ind 1 is used to indent text following a Bullet 1 Hd 2 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

   n   Bullet 2 Hd 2 is used for the second level of bullets under Bullet 1 Hd2

      Body Hd 2 Ind 2 is used to indent text following a Bullet 2 Hd 2 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

A.1.1.   Heading 8 – Use this as a Heading 3 for appendices

Body Hd 3 is used after Heading 8 in appendices (and Heading 3 in chapters)

p   Bullet 1 Hd 3 is used for the first level of bullets after Body Hd 3 following Heading 8 in appendices (and Heading 3 in chapters)

   Body Hd 3 Ind 1 is used to indent text following a Bullet 1 Hd 3 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

   n   Bullet 2 Hd 3 is used for the second level of bullets under Bullet 1 Hd 3

      Body Hd 3 Ind 2 is used to indent text following a Bullet 2 Hd 3 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

A.1.1.1. Heading 9 – Use this as a Heading 4 for appendices. There is no equivalent for a Heading 5 for appendices because Word has only 9 built in heading styles.

Body Hd 4 is used after Heading 9 in appendices (and Heading 4 in chapters)

p Bullet 1 Hd 4 is used for the first level of bullets after Body Hd 4

Body Hd 4 Ind 1 is used to indent text following a Bullet 1 Hd 4 (if the text continues the same thought as the bullet, but requires a separate paragraph.)

n Bullet 2 Hd 4 is used for the second level of bullets under Bullet 1 Hd 4

Body Hd 4 Ind 2 is used to indent text following a Bullet 2 Hd 4 (if the text continues the same thought as the bullet, but requires a separate paragraph.)