



Heading 1 No TOC – Use this heading for Heading 1’s that should not generate into the Table of Contents (TOC). Use this for the Table of Contents, The Figures and Tables, and the Preface¹.

H heading 1 Initial Character – Use this character format for the first character in Heading 1 No TOC and in Heading 1 in chapters, and (Heading 6 in appendices). Highlight just the initial character (after typing the heading) and apply the style.

1. TOC1.....	1-1
1.1. TOC2.....	1-1
1.1.1 TOC3	1-1
1.2. Directions on Using the Tables.	1-2

The TOC formats itself automatically to the correct styles. You should not have to format these styles manually. **Replace the Table of Contents and Table of Figures and Tables as the last thing you do before you print.** To replace the Table of Contents, do the following:

Click in the Table Contents.

Under the Insert menu, choose “Index and Tables”.

¹ Note that though you might want these three styles in the Table of Contents, because of a MSWord peculiarity, it does not give good results. The numbering simply does not work correctly and will screw up the numbering in the remainder of the document.



Choose the Table of Contents tab.

Be sure “From Template” is chosen. Click OK. A new Table of Contents will be inserted and automatically formatted.



Figures and Tables

Figure 1 : Caption (Insert Caption from Insert menu. Choose Figure.)..... 1-2

Table 1 : Statement of Work/Proposal Matrix..... 1

Table 2: Caption (Insert Caption from Insert menu. Choose Table.) 1-2

“Figures and Tables” also format in the correct styles. You should not have to format these styles manually. **Replace the Table of Contents and “Figures and Tables” as the last thing you do before you print.** To replace “Figures and Tables”, do the following:

Table of Figures

First click in the Figures section.

Under the Insert menu, choose “Index and Tables”.

Choose the Table of Figures tab. Choose Figure in the drop down list.

Be sure “From Template” is chosen. Click OK. A new Table of Figures will be inserted and automatically formatted.

Table of Tables

First click in the Tables section.

Under the Insert menu, choose “Index and Tables”.

Choose the Table of Figures tab. Choose Table in the drop down list.



Be sure “From Template” is chosen. Click OK. A new Table of Tables will be inserted and automatically formatted.



Preface¹

Table 1 : Statement of Work/Proposal Matrix

SOW Paragraph Number	Clorox Statement of Work Title	Advanced's Proposal Response Location		
		Vol.	Section	Page

¹ Be sure and Use the Heading 1 No TOC style with the Preface heading. If you change it to Heading 1, it will number the preface as Chapter 1 and mess up the page numbering throughout the document. It is a MSWord deficiency that we have to work around. Unfortunately, it also will not generate into the Table of Contents.



1. Heading 1

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 1 in chapters (and Heading 2 in Chapters, as well as Heading 6 and Heading 7 in appendices).

Body Italic is character formatting. It is used for the title of documents, emphasis and any time you want Italic text within a Body text paragraph (without changing the entire paragraph to Italic. To use *Body Italic*, highlight the text that you want to make Italic (without highlighting the paragraph mark), choose Body Italic style from the style dropdown menu. Do not use the toolbar to apply Italic. If you use the toolbar, the Italic can and will be accidently removed if changes are made to the Body style.

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 Hd 2 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).

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

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).

Bullet 1 Hd 3 is used for the first level of bullets under 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).

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).

Table 2: Caption (Insert Caption from Insert menu. Choose Table.) Format with “Caption” style. This will generate into the Table of Tables.

Table Head	Table Head
Table Text	Table Text
Table Text	Table Text
Table Text	<p>Table Text</p> <ul style="list-style-type: none"> ▪ Table Bullet <p>Table Text Ind 1 is used to indent text following a Table Bullet (if the text continues the same thought as the bullet, but requires a separate paragraph).</p> <ul style="list-style-type: none"> ▪ Table Bullet

1.2. Directions on Using the Tables

Use the above table formats. Copy the table and adjust the column widths to fit the text you are inserting into it. Add rows as needed. It is set up to automatically have the headings (Table Head) carry over onto the next page if the table breaks at a page break.¹

Figure 1 : Caption (Insert Caption from Insert menu. Choose Figure.)

¹ Footnote Text (To insert a footnote, put the cursor where you want the footnote number to be. Under the Insert menu, choose Footnote. Choose OK. The footnote will appear. Type the text. It will be automatically formatted with this style.



Appendix A: Heading 6 is used as the Heading 1 in appendices. It has “Appendix x:” built into the style and will automatically number itself and automatically renumber when you move the heading.

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 Heading 2 in 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).

Bullet 1 Hd 2 is used for the first level of bullets under Body in appendices.

Body Hd 2 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).

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

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

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

Bullet 1 Hd 3 is used for the first level of bullets under 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).



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).