

Formatting Tips

(Delete this page before sharing your document)

Numbered Headings

Press 'Enter' at the end of a heading, and automatically get the right paragraph level

4 → Policy Statement¶
This is some sample text. This is text. This is some sample text. This is some sample text. This is some sample text.

4.1 → [Section-Title]¶
This is some sample text. This is some sample text. This is some sample text. This is some sample text. This is some sample text.

The 'Indent' button

Works on Headings

7 → Related Policies¶
8 → Supporting Documents¶
9 → Definitions¶

7 → Related Policies¶
7.1 → Supporting Documents¶
8 → Definitions¶

Works on bullets, too

- TEXT
- TEXT
- TEXT
- TEXT

Need a Note / Table / Alpha List?

Meet the Quick Parts button!



Select from the drop-down for...

A Note...

Note: _____
Type your note here.

A nice table...

File	File	File

An alpha list...*

- (a)
- (b)
- (c)

A numbered list...*

- 1.
- 2.
- 3.

* Use Copy/Paste for more items; updates like a TOC.

Click here—

to get a numbered paragraph.

The Quick Style Gallery



Click here —

to remove all formatting will be removed from your current paragraph.