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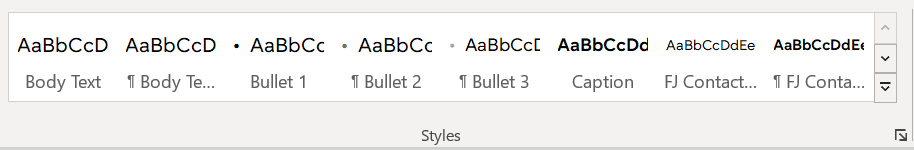
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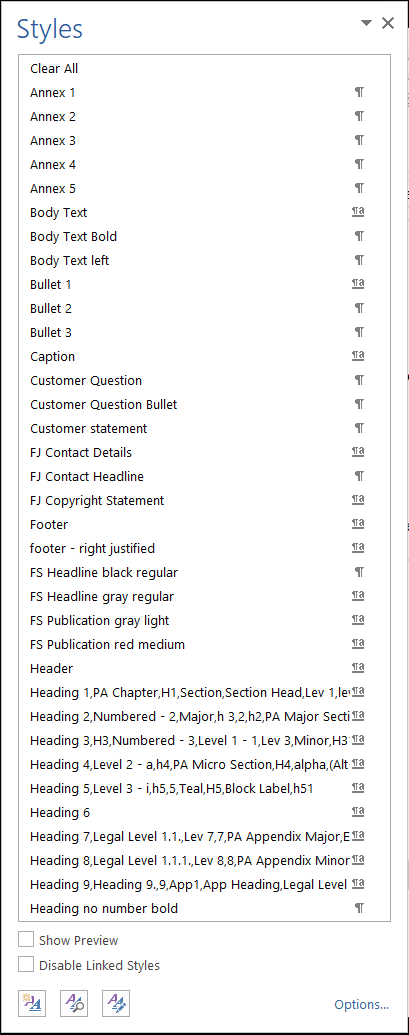
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# Guidance for editing

In order to maintain a consistent visual standa rd there are a number of Text Styles accompanying this document. Please utilise these when formatting / making amends while using this template.

The Text Styles are accessible via the Style Gallery Window, see image below, this gives you quick access to your more commonly used styles including a visual representation of the applied style.



  
Alternatively, by selecting the arrow icon  in the bottom right corner, a full list of available styles will appear with options for adding, editing and managing the styles, see image to the right.

Please note either of the above mentioned options, can be utilised individually or in tandem, provided the relevant styles are being applied there is no wrong method.

# Headers and footers

Locate the header or footer to be updated and right click to open the edit mode. Close the edit mode by clicking the 'Close' button on the 'Header and Footer' toolbar.

* The Document Title, Customer Name and Date will need updating in the Header
* The Company Name for the © Copyright needs to be select from the drop down in the Footer on cover and internal pages, and on the final page.
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# Heading Level 2

Paragraph - Body text.

Subheading

* Bullet list – Bullet 1
  + Bullet list – Bullet 2
* Bullet list – Bullet 1
* Bullet list – Bullet 1
  + Bullet list – Bullet 2
    - Bullet list – Bullet 3
* Bullet list – Bullet 1.

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## Heading level 2

### Heading level 3

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* Bullet List – Bullet 1. Summo audire feugait at duo, ad eos audiam aliquip appareat. Ei ius mazim iusto vivendum, per in ornatus fabellas definitiones, mei ridens tamquam ad.

## Heading level 2

Paragraph to lead in to table – PreTable. The table style is pre-defined and should appear as a custom table when go to change the format of the table. After inserting a new table you may need to adjust the indent at the top of the document, to make sure everything aligns correctly. All Text Styles for the table are available in the ‘Home’, ‘Styles’ ribbon.

|  |  |  |
| --- | --- | --- |
| Table heading | Table heading | Table heading |
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# Heading level 1

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1. List number 1
2. List number 1
3. List number 2
4. List number 2
   * + List number 3
     + List number 3
5. Annex 1

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* 1. Annex 2

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* + - * 1. Annex 5

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