Day 2 Instructions

# Formatting: Style vs Manual

1. Open the Navigation Pane.
2. Observe the document on the next page and look for different levels of headings.
3. Apply the correct level of heading using the styles system. (Hint: Sections should use Heading 1. Subsections should use Heading 2. Try pressing Ctrl+Alt+1 and Ctrl+Alt+2. For the first paragraph, use Title style.)
4. Observe “true” headings appear as you apply the heading styles.

# Formatting: Paragraphs

1. Modify the Normal style so that the paragraph spacing is 12 pt, the line spacing is Double, and the First Line indent is 1 cm.
2. Catch any instance of widow and orphan and try to control them.
3. Set all heading styles so they are kept together with the next paragraphs.

# Search and Replace

1. Replace all instances of Ether with Aether.

# References (Early Practice)

1. Add a caption to the chart. The caption should say “List of cases during each major Etherian Outflow Incident”.
2. In the first paragraph of Subsection 2C, replace {…} with a cross-reference to the chart.

**Report Title: Regarding the current Etherian Outflow Incident in Whitemarsh.**

***Section 1: Introduction***

Whitemarsh is one of the most magically volatile areas of the Vesteria Kingdom and is extremely prone to various forms of Ether-related incidents. So far, we have detected a controllable level of Etherian fluctuation. However, due to recent disturbances in Etherian projections in the Whitemarsh area, there is a very high level of Etherian Outflow out of Whitemarsh.

***Section 2: Nature of Etherian Outflows***

Ether works just like air, having pressure and similar properties that can be considered parallel to conventional physics. When there is a high level of Ether pressure in an area, the Ether diffuses towards areas with lower pressure.

**Subsection 2A: What causes Etherian Pressure?**

Although it is known that Ether is generated by using any form of magic, manmade levels of pressure are not enough to cause outflows that would affect entire regions.

**Subsection 2B: Hazards created by Etherian Outflows**

Flux of Ether happens all the time, everywhere, because it is impossible for Ether to be equally pressurized. Unlike wind, Ether flows create stress on biological beings capable of utilizing Ether, i.e., *magical* people and animals. Generally, lower flux levels do not cause serious stress, but greater Ether flux can overwhelm people and animals and can potentially affect non-magical beings as well. (Remember that there is no such thing as a completely non-magical human.)

In addition to biological damages, physical damages can also occur with Ether-sensitive devices. If possible, the mana cores should be removed during severe Etherian outflows.

**Subsection 2C: Previous Incidents**

Previous incidents have occurred in places such as the Great Forest (containing a sylph settlement), the Elven Rock, and even unlikely places like Orsimus, the capital of the orcs, as shown in {…}.

It is noteworthy that although the Elven Rock outflow event triggered less sentient (humans, elves, etc.) medical cases compared to the recent Whitemarsh incident, it is noteworthy that Elven Rock has much less population. In contrary, the infrastructure damage was considerably higher due to the prevalence of magical instruments used by the elves.

***Section 3: Damage Report at Whitemarsh***

All three villages around Whitemarsh were evacuated as all humans, regardless of magical status, were greatly affected by the incident. Alarmingly, the Outflow has also triggered apparitions of spirits that aggressively attack humans, livestock, and property alike. Although no deaths have been reported yet, the medical complaints and insurance claims are rising day by day.

***Section 4: Situation Control***

The Whitemarsh regional government and Vesteria national government have responded as described in the following subsections.

**Section 4A: Refugee Camps**

The Whitemarsh Guards were dispatched into the area, helping set up various refugee camps. Food is adequate, but due to Whitemarsh waters being highly toxic in general, carts of water barrels have to be brought in from the surrounding areas. The lords of the nearby castles are charging a high price to bring water out of their domains, but this is the best option we have right now.

**Section 4B: Outflow Redirection**

Professor Tobias from the Ether Institute has spearheaded a preliminary outflow redirection using Ether Stream Pylons, creating an artificial upward flux. This helps displace at least 80% of the Outflow upwards, reducing immediate adverse effects.

***Section 5: True Cause of Outflows in Whitemarsh***

Together with the Security Concil, we have investigated the Outflows and have determined that the area naturally has a stronger underground presence of Ether. While this Ether usually disperses normally, the recent development of swamp gas extraction machines around Whitemarsh has affected the natural dispersion channels, causing a blockage in the normal flow. This blockage in turn creates a buildup of Ether Outflow that violently bursts like a broken pipe once sufficient underground pressure is reached.

However, we have yet to fully investigate the reason behind the underground pressure itself. As explained, manmade Ether flow is usually insufficient to affect beings, but in this case of a long-term buildup, even a small Ether emitter can cause enough pressure if left over time.

Very low contrast colors