To edit a text style: edit below, and then under Styles above, right click on style (use arrow to see more) and select ‘Update <style> to match selection’

To add a style: add text below for new style, select text and use arrow under Styles above and select 'Create a style’. Add a name and then ok.

To change margins, headers/footers: do on this document and save

To change default text: right click on ‘Normal’ under Styles above and select ‘Modify’

To change footnote default format: right click in existing footnote, select ‘Style’ then ‘footnote text’ then Modify. Options not displayed are under ‘Format’. Currently, under ‘Paragraph’ in this drop-down menu, the right margin is set to -1cm.

Text for size\_9\_bold

Text for size\_9

Text for heading\_style

Text for heading\_12after

Text for heading\_6after

Text for heading\_4after

Text for paragraph\_style

Text for left\_text

Text for single\_space

Text for indent\_text

Text for link\_style

* Text for bullet\_style

Text for last\_bullet\_style

1. Text for numbered\_point[[1]](#footnote-1)

Text for numbered\_point\_2after

1. Text for roman\_point

1. footnote [↑](#footnote-ref-1)