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| **Type of Text** | **Description** | **Format** | **Style** |
| Common Headings | Heading levels 1 and 2 should not be altered or deleted (indicate “not applicable” if needed). | **Black, Times New Roman, 14 point, Bold** | Heading 1, Heading 2 |
| Suggested Headings | Heading levels 3 and lower are suggested and may be modified as necessary. | **Black, Times New Roman, 14 point, Bold** | Headings other than Heading 1 and Heading 2 |
| Common Text | Common language is intended to be harmonized across protocols. The recommendation is to use this text as written to maintain consistency across template users, but the text can be adapted if required. | Contained between <Start of common text> and <End of common text>  Black, Times New Roman  The flags for the start and end of common text should be removed by the author. | Normal |
| Suggested Text | Suggested language is used in optional sections and can be deleted as needed. | Black, Times New Roman | Normal |
| Variable Text | This text should be addressed based on individual study needs. | [Blue bracketed text]  The blue is the darker blue from the MS Word “Standard Colors” (R:G:B of 0:112:192) | Normal |
| Example Text | Example text should be removed by the author. | *Arial, 10pt, Italic, green* | CPT\_Example |
| Instructional Text | Instructional and guidance text is intended to aid in authoring of the protocol in this template. In the Basic Word Edition, this text should be removed by the author. In the Technology Enabled Edition, the text is housed in the Instructional Text Box and will not require any user edits. | Red, hidden text  **Paragraph marks must be visible in order for the instructional text to be displayed.** | CPT\_Instructional |