DSA-2000 Document No.

<Full title>

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Revision History

| **Ver.** | **Date** | **Sections Affected** | **Reasons / Remarks** | **Author(s)** |
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Abstract

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# Introduction

This template is intended as a guide for preparing DSA-2000 Word documents. These documents will be kept on the OVRO SharePoint site in the [DSA-2000 Document Library](https://caltech.sharepoint.com/sites/ovro/projects/dsa2000documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fovro%2Fprojects%2Fdsa2000documents%2FProject%2FDocument%20Library&FolderCTID=0x012000C62A4E8B9A525C4A9A9A12EB84E2505C), at least until a more formal system is developed.

Several fields, such as the header information and the table of contents, are linked to other parts of the document. If these do not appear to update correctly select the whole document with Ctrl-A and update with F9.

# Tables

Two custom table styles are included in this template that can be accessed through **Insert** > **Table** > **Quick Tables > Built-In** > *table* from the Ribbon.

Table 1. “Scientific Grid” in the Quick Table gallery.

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Table 2. “Technical Grid” in the Quick Table gallery.

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# Equations

This is an example of a numbered equation, available from **Insert** > **Equation > A numbered Equation**. It is set up as a table with an equation sequence number. References to the equation, such as Eq. (1), can be inserted from the **References** > **Cross-reference** > **Reference type**: **Equation**, **Insert reference to**: **Entire caption**.

|  |  |
| --- | --- |
|  | (1) |

Equation numbers will update automatically. Refresh (Ctrl-A then F9) if they appear out of sync.

# Headings

Several levels of subheadings are available, using period-separated numbers. These are **Heading 1**, …, **Heading 6** in the **Style Gallery**.

# Requirements

For requirements documents, the **Requirements** styles may be used. These can be nested up to three levels as shown below.

1. A first-level requirement.
2. Another-first level requirement.
   1. A second-level requirement.
      1. A third level requirement.

# Lists

Lists may be numbered or unnumbered (bulleted). Multiple levels can be used, but it is recommended to use levels sparingly. From **Home** > **Paragraph** > **Multilevel List**, choose either **Bullet List** or **Numbered List** from the **List Styles**.