|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date: |  | REF: |  | | |  |
| CONFIDENTIAL  NOT FOR PUBLIC USE | | |
| From:  Phone:  Loc.:  Email: |  | To: | Org. | / | Name | |
| cc: | Org. |  | Names | |

Title of Memo

# Top Level Heading

## Level 2 Heading

### Level 3 Heading

#### Level 4 Heading

This is a normal paragraph containing some text, based on the Normal paragraph style. A bulleted list is formatted as follows:

* List item 1
  + Sub-list item 1
    - Sub-sub-list item 1
    - Sub-sub-list item 2
  + Sub-list item 2

You can continue a list item in a new paragraph at the correct indentation using the Indent 1, 2 and 3 styles.

* List item 2
* List item 3

A numbered list is formatted as follows:

1. Numbered item
2. Numbered sub-item
3. Numbered sub-sub-item
4. Numbered sub-sub-item
5. Numbered sub-item
6. Numbered item

Have a look at Figure 1. Figures should use the “*Figure”* paragraph style. A numbered caption can be inserted below the figure using the embedded macros.



**Figure 1:** Title with multiple lines because there is so much to say that it cannot be only one line

Similarly, consider Table 1 below. Table text should use the *“Table Text”* paragraph style and column/row headers the *“Table Heading”* style. As with figures, a table caption can be inserted using the embedded macros. Figures and tables can be referenced from *Insert*→*Cross-reference*, selecting the *Reference type* as *Figure* or *Table* and *Insert reference to: Only Label and Number*.

**Table 1:** Title with multiple lines because there is so much to say that it cannot be only one line

|  |  |
| --- | --- |
| Component | Material |
| Reactor pressure vessel | 347 Stainless steel |
| Fuel | UO2 |
| Cladding | Zircalloy-4 |
| Coolant | H2O |

We may also want to insert a mathematical equation. The equation number can be embedded in a borderless table as shown in Equation (1) below. This table and the equation number can be inserted using the embedded macros. Equations can be referenced from *Insert*→*Cross-reference*, selecting the *Reference type* as *Equation* and *Insert reference to* the *Entire Caption*.

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

Source code or other fixed-width text should use the *Source Code* style.

Sub insertEquation(text As String)

'

' Insert a Word 2010 equation

'

On Error Resume Next

Dim eqnRange As Range

Set eqnRange = Selection.Range

eqnRange.text = "y=mx+c"

Set eqnRange = Selection.OMaths.Add(eqnRange)

eqnRange.OMaths(1).BuildUp

End Sub

# Template Macros

Several macros are available to assist with document creation and editing. These macros are embedded in the STARS.dotm template. In MS Word 2010 several icons should be visible in the quick-access toolbar at the top-left of the window:

* STARS Document Properties: Opens a form to set several STARS document related properties (title, author, SB number, etc.). The title page, relevant headings, headers and footers in the document will be updated to include this information.
* Insert Figure Caption – Inserts a blank figure caption at the current document location, which can be referenced from within the document using Insert→Cross-reference.
* Insert Table Caption – Inserts a blank table caption at the current document location, which can be referenced from within the document using Insert→Cross-reference.
* Insert Numbered Equation – Inserts a blank equation with numbering at the current document location, which can be referenced from within the document using Insert→Cross-reference.
* Insert Landscape Section – Inserts a new section at the current position in the document with landscape page orientation.
* Insert Portrait Section – Inserts a new section at the current position in the document with portrait page orientation.
* Format Cross-references – Sets the paragraph style of all cross-references in the current document to “*Cross-reference*” so that they are more visible to the reader.
* Delete External References – Deletes all external references (hyperlinks) from the active word document. This macro is intended to be run before external distribution of a document. Internal cross-references and bookmarks are not affected.

If these icons and macros are not available, then it is likely that the STARS base template (STARS.dotm) is not visible on your system or you are using an older version of word.

# References

1. J. K. Author, “Title of chapter in the book,” in Title of His Published Book, xth ed. City of Publisher, Country if not
2. Level 1 Appendix Heading

Headings in the appendices use special *Heading Appendix* styles. Other than this, the formatting of appendices is identical to that of the main body of the document.

When creating a top level appendix heading, insert a soft paragraph break <ALT> <ENTER> after the appendix number to move the title to the next line.

* 1. Level 2 Appendix Heading
     1. Level 3 Appendix Heading