

# CMS Formatting Styles

## Paragraph Styles

### Headings

Heading 1 (Only one instance of Heading 1 may be used in an Editable Content Area. It must be placed at the top of the content area)	CMS Heading 1 Style
Heading 2	CMS Heading 2 Style
Heading 3	CMS Heading 3 Style
Heading 4	CMS Heading 4 Style
Heading 5	CMS Heading 5 Style
Heading 6	CMS Heading 6 Style

### Paragraphs

Paragraphs	Normal (This is the default style, it is not necessary to style normal paragraphs)
Block Quote	CMS Blockquote Style

### Lists





Unordered Lists (Bulleted)	CMS Unordered List Style
Ordered Lists (Numbered)	CMS Ordered List Style
Definition Lists (List of term and description pairings)	CMS Def List Start Style CMS Def List Term Style CMS Def List Description Style CMS Def List Stop Style

### Images

Contextual Images (Decorative)	CMS Image Start Style CMS Image Caption Style CMS Image Credit Style CMS Image Stop Style
Special Character Images	No style is applied

## Character Styles

### Default Font Styles

Bold	Use the  button.
Italic	Use the  button.
Bold Italic	Use the  and  buttons.
Superscript	In MS Word chose <b>Format &gt; Font</b> . The <b>Superscript</b> checkbox under the <b>Effects</b> list
Subscript	In MS Word chose <b>Format &gt; Font</b> . The <b>Subscript</b> checkbox under the <b>Effects</b> list

### CMS Font Styles


Small Character Text	CMS Char Small Style
Overline	CMS Char Overline Style

### Links

Hyperlink	In MS Word chose <b>Insert &gt; Hyperlink</b> . (Or, right click and then select Hyperlink from the menu).
Link to an HTML page	No additional style Required
Link to a PDF file	CMS Char Link PDF Style (Format hyperlink first)
Link to a MS Word file	CMS Char Link Word Style (Format hyperlink first)
Link to an Excel file	CMS Char Link Excel Style (Format hyperlink first)
Link to a Power Point file	CMS Char Link PowerPoint Style (Format hyperlink first)
Link to a Windows Media file	CMS Char Link WinMedia Style (Format hyperlink first)
Link to a QuickTime file	CMS Char Link QuickTime Style (Format hyperlink first)
Link to an MP3 file	CMS Char Link MP3 Style (Format hyperlink first)
Link to a Restricted file	CMS Char Link Restricted Style (Format hyperlink first)

## Other Styles

### Table Styles

Table	Choose <b>Table &gt; Insert</b> (Or, use the  button)
Table Heading	CMS Table Headline Style (A Headline row is required for all tables)
Text within a normal cell	CMS Table Content Style
Text within a shaded cell	CMS Table Content Shaded Style

### Specialty Styles

Related Content	CMS Related Content Start Style CMS Heading 3 Style CMS Unordered List Style Normal (Content may follow the Unordered List) CMS Related Content Stop Style
Footnotes	CMS Footnote Start Style CMS Ordered List Style (Required format for citations) CMS Footnote Stop Style
Boilerplate Copy	CMS Footnote Start Style Normal (Boilerplate Copy, if appropriate) CMS Footnote Stop Style
Quick View	CMS Quick View Start Style CMS Heading 3 Style (Required to have a heading) Table <ul style="list-style-type: none"><li>CMS Table Headline Style (Required)</li><li>CMS Table Content Style (Required, one row only)</li></ul> CMS Quick View Stop Style