Formatting Guidelines

Titles

Title

Section

**Intense Quote Bold**

Subsection

## INTENSE REFERENCE

Steps

### **Heading 3 Bold**

Creating Hyperlinks within the document

1. Create bookmark in insert tab.
2. Highlight and bookmark the section that it should go to
3. Highlight and hyperlink where the bookmark should go to

FIND SERIF FONT FOR SECTION/SUBSECTIONS

After bullets, one break of white space.

No breaks after section headers.

One line break after Section to Subsection.

Look for 1.5 – 2.0 spacing

Between title and section, one break.