Document title

Document subtitle

First Heading 1 [Use this style for the first Heading 1 in your document]

# Heading 1

Body text

## Heading 2

Body text

### Heading 3

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[**Instructions for naming** **images:** How MS Word images are named in AEM]

[By default, the AEM image has the same name as the MS Word image. However, if the MS Word image has an associated alt-text field, the AEM image has the same name as the alt-text.

If you want to provide an image name different from the alt-text, add the desired image name within the alt-text after adding a double-pipe (||). For example, you want the alt-text to be Workspace overview and the image name to be ps-workspace, the alt-text should be “Workspace overview||ps-workspace”.]

Logo

Description automatically generated

Figure 1: We have numbered this image as 1

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**[Instructions for adding a procedure]**

[Add step-by-step procedure in the following table. Do not include step numbers as they will be added automatically during conversion to AEM. You can add images and other components such as Note in steps.]

|  |
| --- |
| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |

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**[Instructions for adding a Note]**

[Add text, select text, and then apply the desired style -- Note, Caution, Alert, Agent text.]

Note

Caution

Alert

Tip

Adobe Inc. (/əˈdoʊbiː/ ə-DOH-bee), originally called Adobe Systems Incorporated, is an American multinational computer software company incorporated in Delaware[3] and headquartered in San Jose, California. It has historically specialized in software for the creation and publication of a wide range of content, including graphics, photography, illustration, animation, multimedia/video, motion pictures, and print.

**[For adding a Button]**

[Call to action](https://www.adobe.com/home)

Before you begin||Custom note title.

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**[XF]**

<https://chl-author.corp.adobe.com/editor.html/content/experience-fragments/help/en/qe/wayne/beta-content/normal.html>

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**[Instructions for adding Videos]**

[**Adobe TV:** Add the embed code, for example <https://video.tv.adobe.com/v/19163>. Then apply the Video style]

[**YouTube:** Add the embed code, for example <https://youtu.be/a_58f48Gi0M>. Then apply the Video style]

[**Vimeo:** Add the embed code, for example <https://vimeo.com/727110374>. Then apply the Video style]

<https://video.tv.adobe.com/v/328617>

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**[Instructions for adding a Horizontal Rule]**

Select the empty space and apply the style **Horizontal Rule**

Sample text here and we have added Horizontal rule above this line

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**[Instructions for adding a Horizontal Spacer]**

Add your content to the document. On the next line, enter the number of pixels for the horizontal spacing, and apply the style **Spacer** to that number. In this example, we have inserted a 200px spacer below this text.

200

We are adding spacer above with height of 200

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[**Instructions for using Character styles:** The following character styles map to corresponding styles in AEM]

UI Control [Use this character style for UI elements such as **OK** that are referred to in the document. To apply the style, select the text and then select UI control from the Style list.]

Code [Use this character style to format text in monospace font, for example to indicate code snippets. To apply the style, select the text and then select Code from the Style list]

Keyboard [Use this character style to format text that refers to keyboard keys, such as CTRL or CMD. To apply the style, select the text and then select Keyboard from the Style list.]

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**[Instructions for adding an accordion]**

[Add an accordion in the following table. When a visitor clicks a title in an accordion, the accordion ‘opens’ and content is shown below the title. You can add text and images in each accordion content area.]

|  |  |
| --- | --- |
| Title 1 | This is content 1A picture containing text, person, computer, indoor  Description automatically generated |
| Title 2 | This is content 2 |
| Title 3 | This is content 3 |
| Title 4 | This is content 4 |

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**[Instructions for adding a code block]**

[Add a code block in the following table. The code block will render code in a preformatted style.]

|  |
| --- |
| java |
| class Simple {  System.out.println(“Hello World!”);  } |

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**[Instructions for adding a Flex Container]**

[A Flex Container allows you to add a column layout inside an article. Use the table below to add columns to your article. Select the table, and in the editing ribbon, go to Table Design. Hover over the table thumbnails to see the available layouts, and then choose a layout. For example, this image shows a layout of three columns, the first column set to 25% width, the second to 50%, and the third to 25%  
A screenshot of a computer

Description automatically generated

Note: the Flex Container table style can only be applied to tables with one row. Multiple rows are not supported at this time.]

|  |  |  |
| --- | --- | --- |
| Flex Container |  |  |

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**[Instructions for adding a Dexter Table]**

[Go to Insert > Table, and set the number of rows and columns. After adding the table to the page, select the table, go to Table Design in the editing ribbon. Choose the style ‘Dexter Table’. Add content inside the table cells as required.]

|  |  |  |
| --- | --- | --- |
| Dexter Table |  |  |
|  |  |  |
|  |  |  |

---------------------

**[Instructions for adding a table]**

[Go to Insert > Table, and set the number of rows and columns. Use this table for adding tables that require rowspans and colspans. Don’t add a style to the table in Word.]

|  |  |  |
| --- | --- | --- |
| Regular table |  |  |
|  |  |  |

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**[Instructions for adding a Position]**

[A Position is a container that you can use to highlight special content – for example, to add a box with a background color or special border around content. Go to Insert > Table, and set the table to one row and one column. After adding the table to the page, select the table, go to Table Design in the editing ribbon. Choose the style ‘Position’. Add content inside the Position as required.]

|  |
| --- |
| This text will be inside the Position component |

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**[Instructions for an inline icon]**

[The inline icon functionality allows you to add an icon within text. To add an icon:

1. Go to <https://genesis.adobe.com/#/tools/iconpicker>
2. Use the search bar at the top to find an icon by name, or choose one from the list on the page
3. Hover over the icon you want, and click the ‘Copy Icon to Document’ button
4. Paste the copied code into your Word document. The code will be transformed into the selected icon upon import in AEM.

Here is an example:}

This is text with [*[icon] icons-cc-after-effects*](https://440859-genesis.adobeio-static.net/api/v1/web/genesis-aio/icons?clientId=helpx&icon=icons-cc-after-effects) an inline icon

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[**Instructions for a before / after slider**]

[Add a before image in the first cell of the table below, and an “after” image in the second cell. Set the table to the style “Before and After” in the Table Design tab.

The first table is a left-right slider, the second table is an up-down slider.]

|  |  |
| --- | --- |
| Background pattern  Description automatically generated | Background pattern  Description automatically generated |

|  |
| --- |
| Icon  Description automatically generated |
| Logo  Description automatically generated |

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[**Instructions for a Viewport Specific Container**]

[Insert a table, and set the table style to Viewport Specific Container. In the first row, specify the viewport on which the content should be hidden (mobile, desktop, tablet). Then, add the content that should appear at the specified viewport in the next row.]

**Viewport Specific Container: Added text and Image and DESKTOP option should be unchecked, so this content will be hidden on mobile and tablet.**

|  |
| --- |
| MOBILE|TABLET| |
| We are adding image below:  Shape, rectangle  Description automatically generated |

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[**Instructions for a Surface Specific Container**]

[Insert a table, and set the table style to Surface Specific Container. In the first row, specify the viewport on which the content should appear (web, cchome, ccdesktop). Then, add the content that should appear at the specified surface in the next row.]

**Following is: Surface Specific Container: Text and Image added and “ccdesktop” should be unchecked, so that the content will only appear on the web and CC home.**

|  |
| --- |
| web|cchome| |
| We are testing the surface specific container and we have added one image below:  Logo  Description automatically generated |