Document title

Document subtitle

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

Body text

**[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 |

[**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”.]

**[Instructions for adding tables]**

[Add tables using the Insert > Table command in MS Word. Currently, only text can be included in tables.]

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Heading 1

Body text

## Heading 2

Body text

### Heading 3

Body text

Note

Caution

Alert

Call to action

Video

**[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]

[**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.]

**[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.]

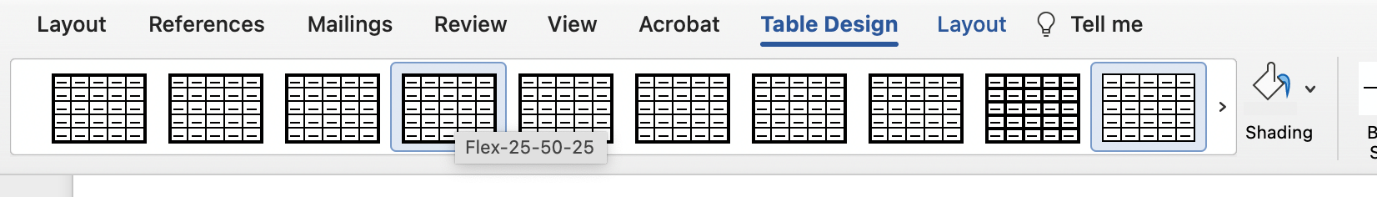
|  |  |
| --- | --- |
| Title 1 | This is content 1A picture containing text, person, computer, indoor  Description automatically generated |
| Title 2 | This is content 2 |
| Title 3 | This is content 3 |
| Title 4 | This is content 4 |

**[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!”);  } |

**[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%  


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 |  |  |

**[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 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.]

|  |
| --- |
| Position |

**[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://440859-genesis.adobeio-static.net/#/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

[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 |