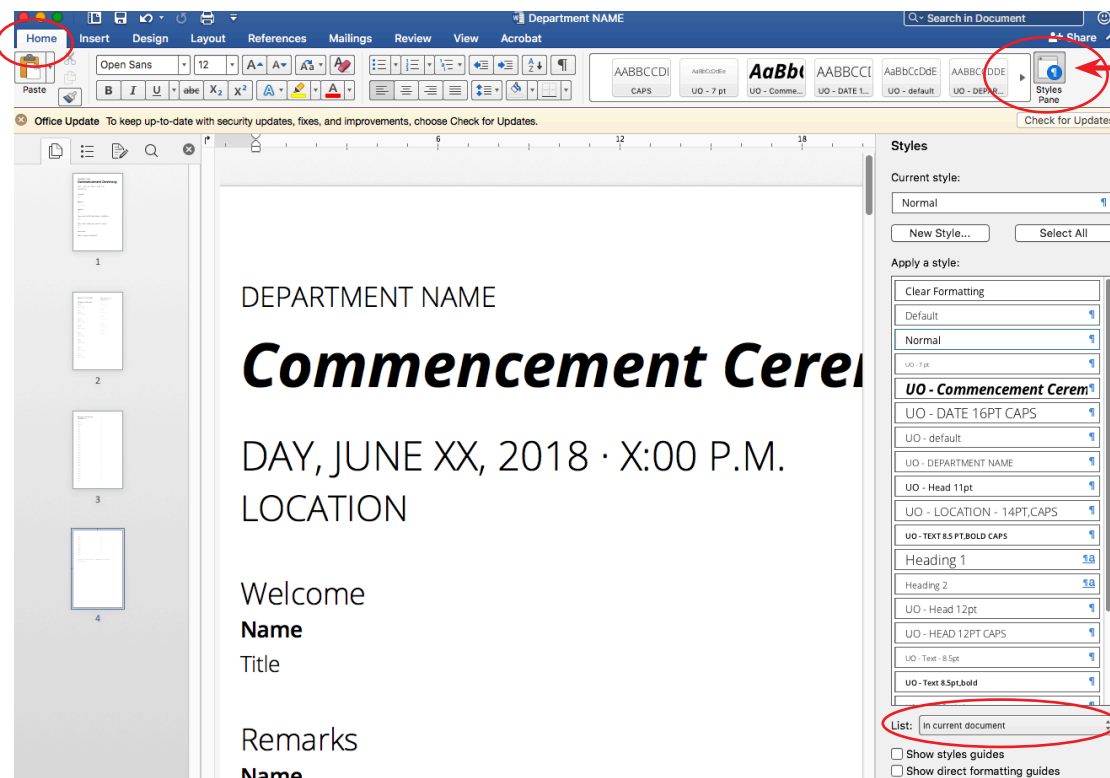


# Styling quick tips (Mac)

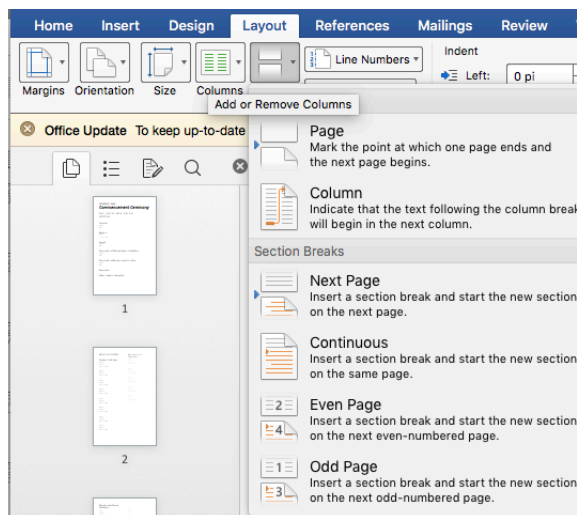
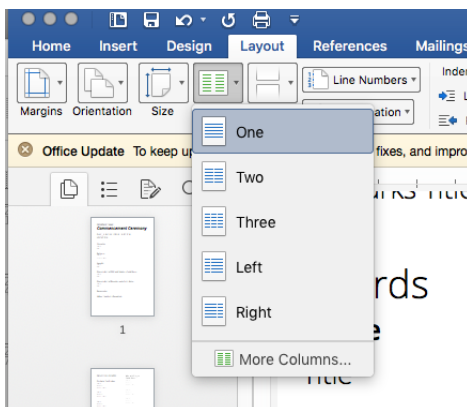
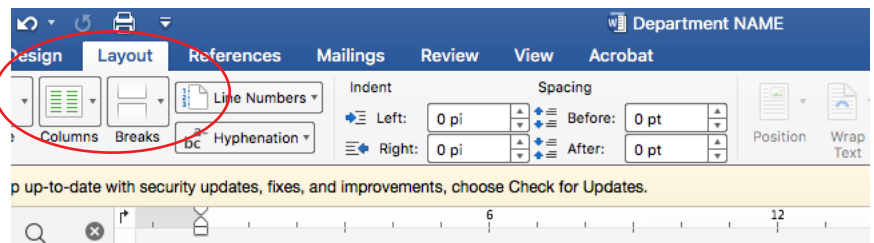


## STYLES

- Click here and the styles panel will be revealed
- Use the styles that start with UO -

## COLUMNS AND BREAKS

- Access the columns and types of breaks on the Layout tab of the ribbon.



Additional information about columns and breaks can be found here:

<https://support.office.com/en-us/article/use-section-breaks-to-change-the-layout-or-formatting-in-one-section-of-your-document-4cdfa638-3ea9-434a-8034-bf1e4274c450>