

# Table of Contents

1

Template Styles Available

1

1.1

Benefits of Style Use

1

1.2

Key Features to Use for this bid

2

1.2.1

Captions

2

1.2.2

Cross-references

2

1.2.3

Comments

2

2

Heading 1

3

2.1

Heading 2

3

2.1.1

Heading 3

3

# List of Exhibits

Exhibit 1-1

Table 1 Style

2

# Document Title Style (i.e. 3-G2A [tab] Integration Requirements

## 1 Template Styles Available

Every document element (headings, body text, and so on) has a style and a particular function in conveying your proposal structure and message. Every document element should carry a style. Therefore, there should be no empty paragraph returns in your document.<sup>1</sup> Instead, styles are constructed to contain the appropriate spacing between elements, as you see between these paragraphs.

### 1.1 Benefits of Style Use

Using heading styles has several benefits. Most important, heading levels provide the outline of the discussion for the reader. Also, using heading levels correctly means that you can take advantage of Word features such as the document map, the outline view, and the generation of tables of contents.

**Using a Call Out Box:**  
Put cursor in paragraph of text that you desire to make a call out and select Call Out Box from the style menu. It will format the paragraph in this style.

- The document map, available on the view menu, displays heading levels as the signposts of your document. You may click on these signposts on the map to quickly navigate your document.
- The outline view can be collapsed or expanded to show as many or as few heading levels as you like. This feature is a good way to see the headings of your document and check the outline, to ensure that document elements appear at the right levels and that your outline conforms to the requirements of your message. You can also move complete segments of your document easily in this view, eliminating the dangers of cut-and-paste.
- You can insert a table of contents and choose the number of heading levels to display. The table generates automatically and can be regularly updated, as long as you continue to use heading levels as your document changes. The table of contents is also hyperlinked, allowing easy navigation of your document. This functionality is retained when the document is converted to pdf—but only if you use styles!

<sup>1</sup> The exception is after tables, which require a style called *After RFP Text and Table* in order to provide appropriate line spacing before the next document element.

## 1.2 Key Features to Use for this bid

### 1.2.1 Captions

#### Response to RFP Table 69 Modifications and Enhancement Requirements

RFP Text

*RFP Text Italic*

- RFP Bullet 1

Please use a caption on all tables and graphics, as shown below in Exhibit 1-1. To create a caption, the steps differ slightly for Word versions:

- Word 2003: choose Insert/Reference/Caption, and select Exhibit label. If it is not available, choose to add a new label and type Exhibit. Unclick the checkbox Exclude label from caption. Press Enter.
- Word 2007: choose References/Insert Caption, and select Exhibit label. If it is not available, choose to add a new label and type Exhibit. Unclick the checkbox Exclude label from caption. Press Enter.

Exhibit 1-1 Table 1 Style

Table Header	Table 1 Style	Table Header
Table text	<ul style="list-style-type: none"> <li>• Table Bullet</li> </ul>	
Table text	<ul style="list-style-type: none"> <li>• Table Bullet Last</li> </ul>	

### 1.2.2 Cross-references

After you have created a caption for an exhibit, you may wish to refer to it in the preceding text. To do so, please use the cross-reference function. The steps to create a cross-reference differ slightly for Word versions:

- Word 2003: choose Insert/Reference/Cross-reference, and select Exhibit. Choose to display Only label and number. Press Enter.
- Word 2007: choose References/Insert Cross-reference, and select Exhibit. Choose to display Only label and number. Press Enter.

### 1.2.3 Comments

If you wish to communicate a discussion point, a gap, or editorial feedback that is not appropriate for in-line editing, please use the comment feature.

- Word 2003: choose Insert/Comment.
- Word 2007: choose Review/New Comment.

## 2 Heading 1

### 2.1 Heading 2

#### Response to RFP Table 69 Modifications and Enhancement Requirements

RFP Text

*RFP Text Italic*

- RFP Bullet 1

This paragraph is body text style. This paragraph is body text style. This paragraph is body text style. This paragraph is body text style. This paragraph is body text style.

#### Body Text Bold

#### ***Body Text Bold Italic***

- Bullet 1  
Bullet 1 para
- Bullet 1 Last
  - Bullet 2  
Bullet 2 para
  - Bullet 2 Last
    - Bullet 3  
Bullet 3 para
    - Bullet 3 Last



- This box expands with the amount of text necessary for this callout box.
- On the Insert ribbon click on the Text Box pull-down menu. Select the Key Takeaways textbox style.

#### 2.1.1 Heading 3

Body Text

Body Text

1. List Number 1
2. List Number 1
3. List Number 1
  1. List Number 2
  2. List number 2
    1. List Number 3
    2. List Number 3

## 2.1.1.1 Heading 4

Body Text

Body Text

### 2.1.1.1.1 Heading 5

Body Text

Body Text

- Bullet 1  
Bullet 1 para
- Bullet 1 Last

#### 2.1.1.1.1.1 Heading 6

Body Text

##### 2.1.1.1.1.1.1 Heading 7

Body Text

### Heading 8