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1. Introduction

This document is a style guide for documents produced within EUTOPIA. It contains the following styles:

- Document title
- Author
- Date
- Header text: for the name of the document appearing in each page
- Normal: for the basic text of the document
- Bulleted list: standard bulleted list such as this one

1.1. How to use this template:

- Save a copy of this document.
- Change the cover page to match your details. Do not touch nor remove the logos.
- Delete the unneeded sections and start adding your own sections using the styles provided.

1.2. Page Layout & Size

The page size and margins have been set. They should not be changed or adjusted.

Page headers and footers have been included. The footer should not need to be edited as it contains the page number, which is updated automatically.

Remember to update the LEFT side of the header with your Document title. Do not touch nor remove the RIGHT side of the header. If your title proves too long, you should choose a shortened version for the header.

2. Headings

Documents are structured as a collection of number sections at different levels of detail. The heading to this section is a first-level heading (*Heading 1*).

Second Level Headings

Second and third level headings have also been defined and can be accessed as *Heading 2* and *Heading 3* styles. The heading in this subsection is a second-level heading.

Third Level Headings

The heading for this subsection is a third level heading. It is unlikely that fourth of fifth level headings will be required.

Numbering

The main section headings are numbered in a hierarchical mode. The numbering is automatic as it has been built into the heading styles. Each time you create a new heading by selecting the appropriate style, the correct number will be assigned.

2.1.1.Warning

The heading numbering works by counting the number of previous heading assignments (of a particular type – heading 1, 2 or 3) that occur up to a given point in the document.

3. Presentation issues

3.1. Figures, Charts and Tables

Documents may contain a mixture of figures and charts along with the main body of text.

A style called *Figure* has been defined for the figure caption and should appear under the figure as in Figure 1.

A chart or table caption should appear, on the contrary, above.

Inserting and aligning figures and charts in Word may prove difficult. A fairly reliable way of inserting graphics and charts that have been copied to the clipboard (e.g. from Excel) is to use the "paste special" option in Word and select the "Picture" (either PNG or TIFF) or the "PDF" options.

Figures, charts and tables should always be centred horizontally.

4. Table of Contents

The table of contents is automatically generated by compiling a table of all of the level 1, 2 and 3 headings in your document.

You may generate the Table of Contents after you finish formatting your document, by going to the Word Menu INSERT => Index and Tables => Table of Contents => Formal

You may delete the irrelevant lines.