

AASHTO Materials Standard Template Users Guide

Prepared for:

**National Cooperative Highway Research Program
Transportation Research Board
2101 Constitution Avenue N.W.
Washington, DC 20418**

Prepared by:



THE INFORMATION ENGINEERING COMPANY

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Introduction

This document is intended to be a user's guide for the AASHTO Subcommittee on Materials standard template for documentation. The AASHTO Subcommittee on Materials standard template is designed to provide a uniform basic structure for the documents created by the subcommittee.

Template

A template allows a user to save document formats and text in a manner that makes it easy to use the document over and over without fear of the formats and text changing. Simply put, templates provide consistency, especially when multiple users need to use the same document format. When a document is based on a template, changes made in the document are saved in the document file, but the template remains in its original state to be used again.

Every document in Microsoft Word is based on a "document template". A template is simply a Word document, but it has a file extension of .dot rather than the standard document extension of .doc. A template can store boilerplate text, custom toolbars, macros, shortcut keys, styles, and AutoText entries. Any document based on a particular template will contain the boiler plate text, and have access to any custom toolbars, macros, styles, etc.

A Microsoft Word template stores page setup information and formatting styles. Using a template helps to maintain consistent formatting throughout a document. With a template, you apply formatting to text by selecting a style from the Style list on your Formatting toolbar.

Style

Styles define the attributes of your text characters and/or paragraph settings. You can essentially save desired attributes — like fonts and paragraph alignment — with a specific name in a document, and choose that style name from the Style box located on your formatting toolbar when it is needed. This not only saves you the time it would take to format individually, but also guarantees consistency in your document. When you define a particular style and use it in several places in your document, formatting changes can be made quickly to all areas using that style by simply redefining the style's attributes. Word applies any changes you make to the style's attributes to all parts of the document using that particular style.

One can also view style as a collection of formatting that details the font, font size, font highlighting (bold, italics, etc.), paragraph alignment, paragraph indents, paragraph spacing, and so on. If a style is edited, and any of its attributes changed, the formatting of any paragraph to which that style was assigned will immediately change to reflect the modifications. Styles are usually the part of a template, and will be available to every document based on that template.

There are two types of basic styles:

Paragraph Style — If a style deals with the settings of paragraph attributes like line spacing and indentation, it is classified as Paragraph style. Every paragraph in Word has a “Style” associated with it.

Character Style — If the style is for characters, as in a title, it is referred to as a character style.

Installation

If you are using the AASHTO Materials Standard template for the first time, then you must install the template file to create document based on the template.

Installing AASHTO Materials Standard Template

To install the template perform the following steps:

1. Go to AASHTO FTP site at <ftp://ftp.transportation.org> and download AASHTO Materials Standard Template.DOT located under the DDM folder.
2. Create a new folder "AASHTO" at the following location on your hard drive:

C:\Program Files\Microsoft Office\Templates\

3. Copy the downloaded file "AASHTO Materials Standard Template.DOT" in the newly created AASHTO folder in step 2.

C:\Program Files\Microsoft Office\Templates\AASHTO\

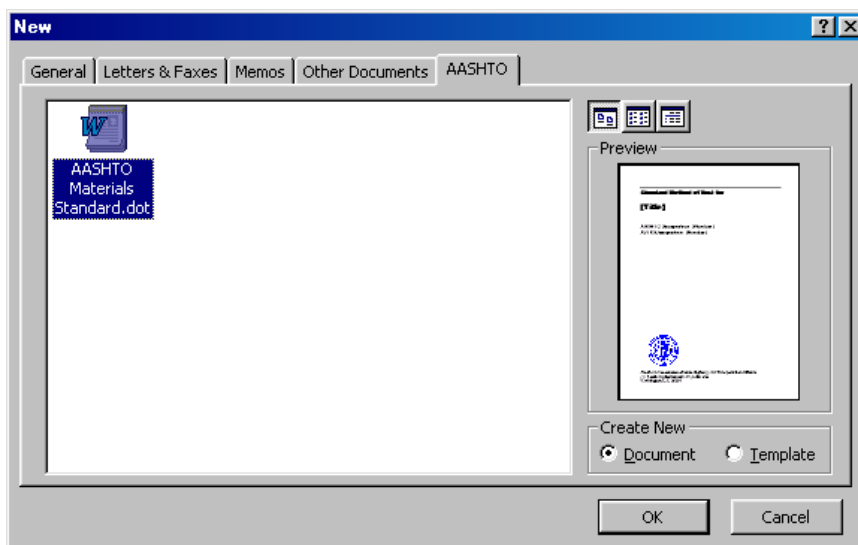
Usage

In this section you will find instructions to create a new document based on the template. In addition, some of the commonly used styles are discussed. Please note that there are other styles in addition to the ones described here. For simplicity's sake, however, only the most commonly used are illustrated. Users are instructed to only use the styles made available through the template and refrain from manual formatting.

Creating a New Document Using Template

Follow the following steps to create a new document based on the AASHTO template:

1. Open Microsoft Word.
2. Click on File -> New.
3. Select the AASHTO tab.



New Document Dialog Box

4. Select the template "AASHTO Materials Standard Template.dot".

Note: If you do not find this file, you should check to make sure you saved the file in the correct Template directory (see Installation section).

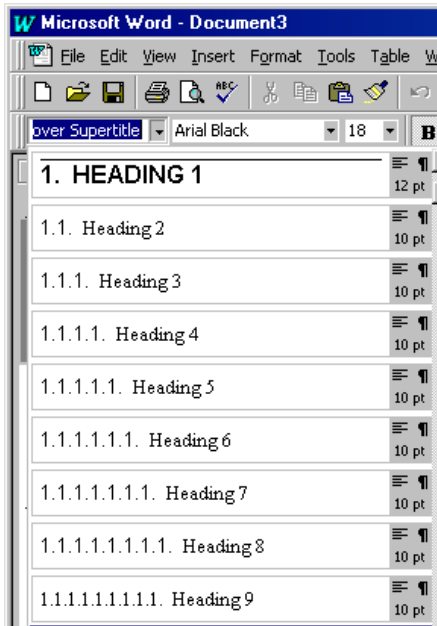
5. Make sure that "Document" is selected in the "Create New" section at the bottom right corner of the dialog box.

6. Click OK.

Applying Style(s) to Headings

To apply a style to a heading, follow the steps given below:

1. Type the text of the heading in the document.
2. Select the text of the heading.
3. Click on drop-down style list.
4. Select the style you want to apply.

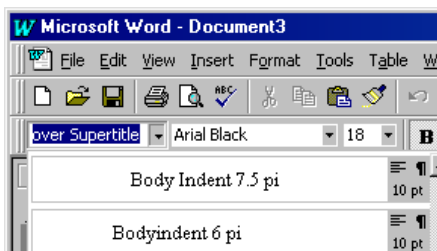


Heading Styles

Applying Style(s) to Paragraphs

To apply a style to paragraph(s), follow the steps given below:

1. Select the paragraph(s) that you want to format.
2. Click on drop-down style list.
3. Select the style you want to apply.

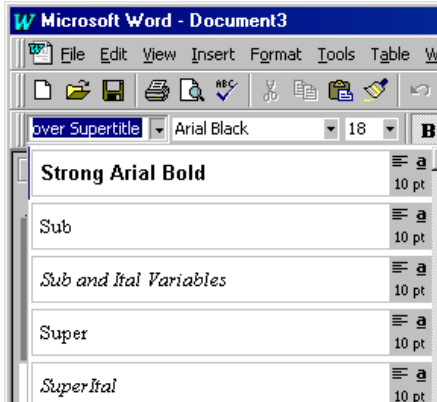


Paragraph Styles

Applying Style(s) to Characters

To apply a style to individual character(s), follow the steps given below:

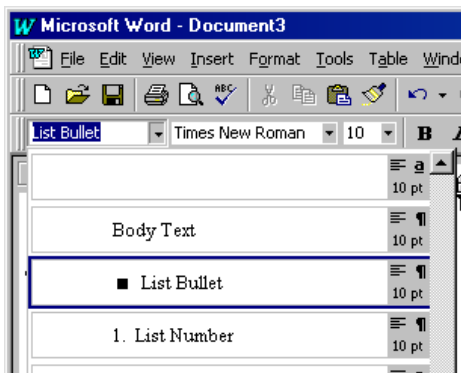
1. Select the character(s) that you want to format.
2. Click on drop-down style list.
3. Select the style you want to apply.



Character Styles

Applying Style(s) to Lists

1. Create the list.
2. Select the list.
3. Click on drop-down style list.
4. Scroll down and select desired list style.



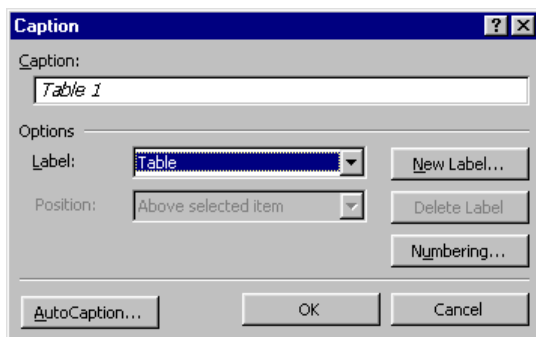
List Styles

Applying Style(s) to Tables

Table Caption for Numbered Tables

1. Click on Insert -> Caption. Select Table and press OK. (Table Captions will be numbered automatically). Type an em-dash.

2. Type the text of the Table Caption.
3. Select all of caption.
4. Click on drop-down style list.
5. Scroll down and select "Table Caption".
6. Press Enter (Table Placeholder will automatically be formatted).
7. Select the text of the Table Caption.
8. Click on drop-down style list.
9. Scroll down and select "Table Title".
10. Select the text of the Table Number.
11. Click on drop-down style list.
12. Scroll down and select the **Strong Arial Bold** character style.



Insert Table Caption Dialog Box

Table Caption for Unnumbered Tables

1. Type the text for the Table Caption.
2. Select the Table Caption.
3. Click on drop-down style list.
4. Scroll down and select "Table Caption".

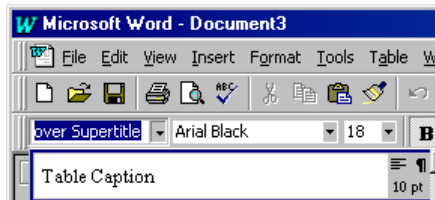


Table Caption Style

General

1. Create the table.
2. Select the table.
3. Click on drop-down style list.

4. Scroll down and select "Table".

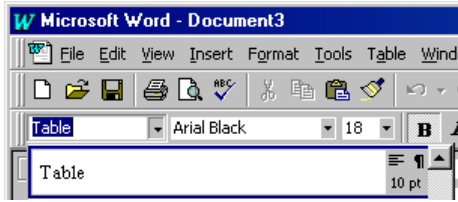


Table Style

Table Headings

1. Select Cells containing Table Heading.
2. Click on drop-down style list.
3. Scroll down and select "Table Header".

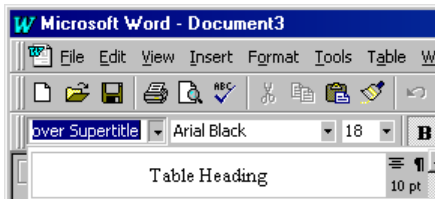


Table Heading Style

Table Body

1. Select Cells containing Table Body.
2. Click on drop-down style list.
3. Scroll down and select the table body style you want to apply.

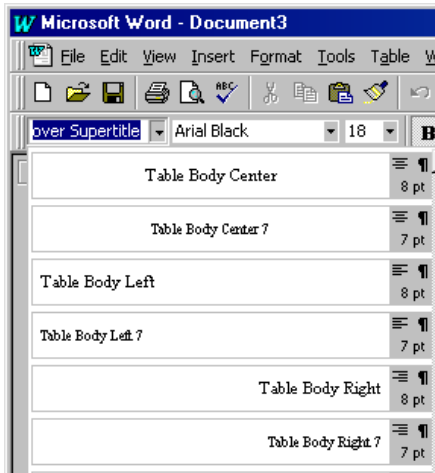


Table Body Styles

Table Footnotes

1. Type Table note(s).

2. Select Table note(s) text.
3. Click on drop-down style list.
4. Scroll down and select "Table Note".

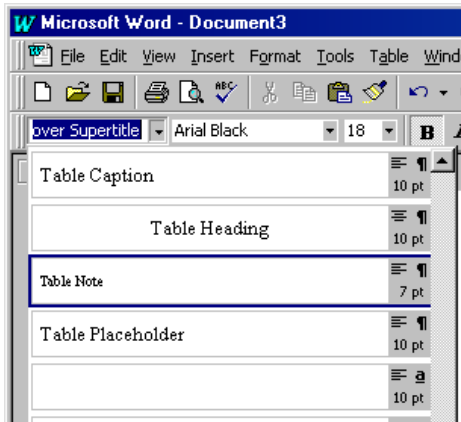
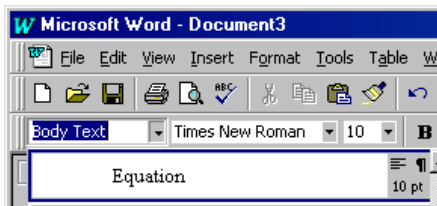


Table Note Style

Applying Style(s) to Equations

General

1. Type the equation.
2. Select the equation.
3. Click on drop-down style list.
4. Scroll down and select "Equation".



Equation Style

Equation Label

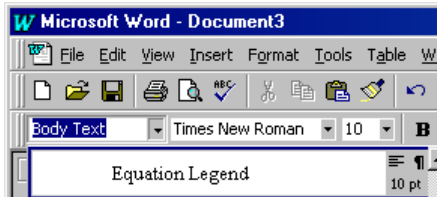
1. Place cursor at the end of the equation.
2. Press Tab key once.
3. Type equation label.
4. Select Equation Label.
5. Click on drop-down style list.
6. Scroll down and select "Equation Label".



Equation Label Style

Equation Legend

1. Place cursor at the start of a new row after equation.
2. Type in Equation symbol.
3. Press Tab key once.
4. Type "=" sign.
5. Press Tab key once.
6. Type description of symbol.
7. Select entire row (including symbol, "=" sign, and description).
8. Click on drop-down style list.
9. Scroll down and select "Equation Legend".



Equation Legend Style

Applying Style(s) to Figures

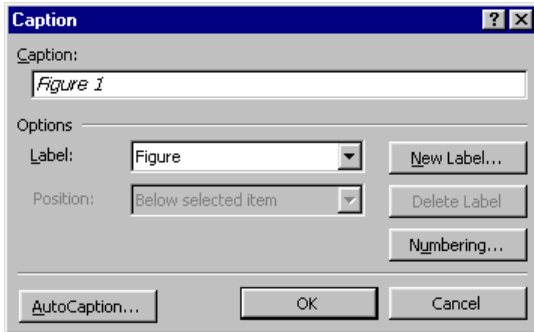
All figures should be inserted as Embedded Post Script files (.eps). EPS files provide high quality vector graphics publishing and electronic distribution of the documents.

The quality of image display with Microsoft Word is based on the premium image embedded within the EPS file. You must use a postscript level 2 compliant printer for figures to print properly.

Figure Captions for Numbered Figures

1. Hit Enter. Select the paragraph tag.
2. Click on drop-down style list.
3. Scroll down and select "Figure Placeholder".
4. Hit Enter and the Figure Caption style tag will automatically be inserted.
5. Click on Insert -> Caption. Select Figure and press OK. (Figure captions will be numbered automatically.) Type an em-dash.

6. Type the Figure Caption text.
7. Select the Figure Caption.
8. Click on drop-down style list.
9. Scroll down and select "Figure Caption".
10. Select the text of the Figure Caption Number.
11. Click on drop-down style list.
12. Select the **Strong Arial Bold** character style.



Insert Figure Caption Dialog Box

Figure Captions for Unnumbered Figures.

1. Insert the figure using Insert>Picture.
2. Select the Picture.
3. Click on drop-down style list.
4. Scroll down and select "Figure Placeholder".



Figure Placeholder Style

Note: All existing figures in the material standards have been developed using AutoCAD drafting software. These figures are then converted to postscript format for embedding. If you need to modify an existing figure, please contact AASHTO Publication Department at 202-624-5800.

Applying Style(s) to Images

1. Insert the jpeg, gif, or bmp image using Insert->Picture.
2. Select the Picture.
3. Click on drop-down style list.

4. Scroll down and select "Figure Placeholder".



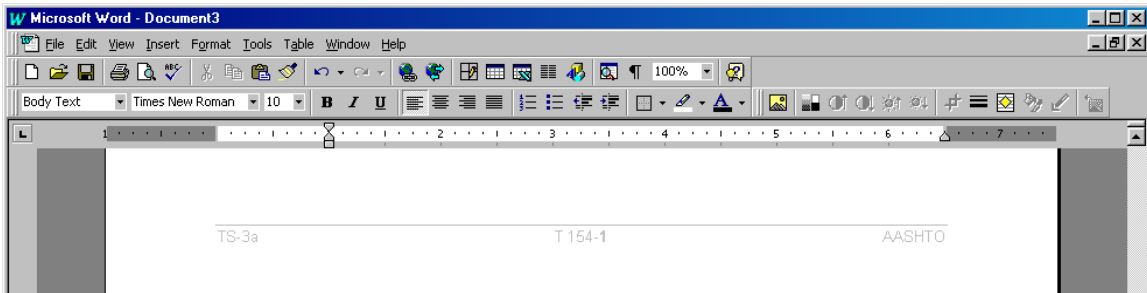
Figure Placeholder Style

Document Footer

The template will automatically add footers to all the pages of the document created with the template. The AASHTO staff will generally insert the information for the footers.

To update the document footers, perform the following steps:

1. Click on View -> Headers and Footers.
2. Select the Footer.
3. Type in the revision.
4. Press Close to return to document.



Page Footer

Appendix

This appendix provides a description of all styles available in the AASHTO Materials Standard template. Please contact the AASHTO Publications Department at (202) 624-5800 for information of the usage of these styles.

Template Base Style

Style	Description	Comment
Normal	BASED ON: N/A FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Normal SPACE BEFORE: None SPACE AFTER: None BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: None	

Cover Page Styles

Style	Description	Comment
Cover Supertitle	BASED ON: Normal FONT: 18 pt Arial Black Bold FOLLOWING PARAGRAPH: Cover Supertitle SPACE BEFORE: 6 pt SPACE AFTER: 6 pt BORDER: Solid Single Line ½ pt BORDER SPACING: 1 pt ALIGNMENT: Left TABS: None NUMBERING: None	

Style	Description	Comment
Cover Title	<p>BASED ON: Normal FONT: 24 pt Arial Black Bold FOLLOWING PARAGRAPH: COVER TITLE SPACE BEFORE: 12 pt SPACE AFTER: 18 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: None</p>	
Separator Line	<p>BASED ON: Normal FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Normal SPACE BEFORE: None SPACE AFTER: None BORDER: Top single Solid Line ½ pt Line Width BORDER SPACING: 1 pt ALIGNMENT: Left TABS: None NUMBERING: None</p>	
Cover Subtitle	<p>BASED ON: Normal FONT: 16 pt Arial Bold FOLLOWING PARAGRAPH: Cover Subtitle SPACE BEFORE: None SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: None</p>	

Style	Description	Comment
AASHTO Logo	<p>BASED ON: Normal FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Normal SPACE BEFORE: None SPACE AFTER: None BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: None LOGO BOX: Position Left horizontal relative to margin; .6 in. from text; 0.13 in. vertical; text wraps around</p>	
Cover Byline	<p>BASED ON: Normal FONT: 12 pt Arial Bold FOLLOWING PARAGRAPH: Cover Byline SPACE BEFORE: None SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: None</p>	<p>Association address box: position left horizontal relative to margin; .78 pi from text; 46.5 pi vertical; text wraps around; soft returns after 1st two lines</p>

Title Styles

Style	Description	Comment
Super Title	<p>BASED ON: Normal FONT: 14 pt Arial Bold FOLLOWING PARAGRAPH: Supertitle SPACE BEFORE: 6 pt SPACE AFTER: 3 pt BORDER: Top single solid Line ½ pt width BORDER SPACING: 1 pt ALIGNMENT: Left TABS: None NUMBERING: None OTHER: Page Break Before</p>	

Style	Description	Comment
Title	<p>BASED ON: Normal</p> <p>FONT: 18 pt Arial Black Bold; kern at 14 pt</p> <p>FOLLOWING PARAGRAPH: Title</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 18 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: None</p> <p>NUMBERING: None</p>	
Subtitle	<p>BASED ON: Normal</p> <p>FONT: 14 pt Arial Bold</p> <p>FOLLOWING PARAGRAPH: Subtitle</p> <p>SPACE BEFORE: None</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: None</p> <p>NUMBERING: None</p>	

Body Text Styles

Style	Description	Comment
Body Text	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: None</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: None</p> <p>NUMBERING: None</p>	

Style	Description	Comment
Body Indent 6 PI	BASED ON: Body Text FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: None SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left INDENT: 6 pi TABS: None NUMBERING: None	Use to indent blocks of text under numbered sections in C specs; also style Body indent 7.5 style used
Body Indent 7.5 PI	BASED ON: Body Text FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: None SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left INDENT: 7.5 pi TABS: None NUMBERING: None	Use to indent blocks of text under numbered sections in C specs; also style Bodyindent 6 pi style used

Caption Styles

Style	Description	Comment
Note Caption	BASED ON: Caption FONT: 10 Times New Roman Regular FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: 3 pt SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: Insert Caption INDENT: 6 pi Left indent	Insert caption and click on note; autonumbering used through caption menu

Style	Description	Comment
Caption	BASED ON: Normal FONT: 10pt Arial Bold FOLLOWING PARAGRAPH: Table Placeholder SPACE BEFORE: 3 pt SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: Insert Caption; click on note INDENT: 6 pi Left indent	Insert caption and click on note; autonumbering used; use Strong Arial Bold character style to make Note 1 bold; leave em dash not bold

Heading Styles

Style	Description	Comment
Heading 1	BASED ON: Normal FONT: 12 pt Arial Bold; all caps; kern at 14 pt FOLLOWING PARAGRAPH: Normal SPACE BEFORE: 12 pt SPACE AFTER: 3 pt BORDER: Top Single Solid Line ½ pt line width BORDER SPACING: 1 pt ALIGNMENT: left TABS: 6 pi left HANGING INDENT: 6 pi NUMBERING: Outline Numbered, top row, third box, Arial Bold 12 pt OTHER: Keep with next line break	

Style	Description	Comment
Heading 2	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Normal</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging Indent 6 pi</p> <p>NUMBERING: Outline numbered top row 3rd box; level 2 Arial Regular 10 pt</p>	
Heading 3	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Top row 3rd box, Arial Regular 10 pt; Level 3</p>	
Heading 4	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>HANGING INDENT: 6 pi</p> <p>NUMBERING: Outline numbered top row 3rd box, Arial Regular 10 pt; indent 6 pi</p>	

Appendix Styles

Style	Description	Comment
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Style	Description	Comment
A Title (APPENDIX)	<p>BASED ON: Normal</p> <p>FONT: 14 pt Arial Bold; all caps</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 12 pt</p> <p>BORDER: Top Single Solid Line ½ width; Bottom: Single Solid Line ½ width</p> <p>BORDER SPACING: 1 pt</p> <p>ALIGNMENT: Left</p> <p>TABS: None</p> <p>NUMBERING: None</p> <p>OTHER: Keep with next line break</p>	
A1: Heading 1X (APPENDIX)	<p>BASED ON: Normal</p> <p>FONT: 12 pt Arial Bold; all caps</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: Top Single Solid Line ½ pt line width</p> <p>BORDER SPACING: 1 pt</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Outline numbered, top row, third box, Arial Bold 12 pt</p>	
B1: Heading 1B (APPENDIX)	<p>BASED ON: Heading 1X</p> <p>FONT: 12 pt Arial Bold; all caps</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: Top Single Solid Line ½ pt line width</p> <p>BORDER SPACING: 1 pt</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Outline numbered, top row, third box, Arial Bold 12 pt</p>	

Style	Description	Comment
C1: Heading 1C (APPENDIX)	<p>BASED ON: Heading 1X FONT: 12 pt Arial Bold; all caps FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: 12 pt SPACE AFTER: 3 pt BORDER: Top Single Solid Line ½ pt line width BORDER SPACING: 1 pt ALIGNMENT: Left TABS: 6 pi left tab INDENT: Hanging indent 6 pi NUMBERING: Outline numbered, top row, third box, Arial Bold 12 pt</p>	
D1: Heading 1D (APPENDIX)	<p>BASED ON: Heading 1X FONT: 12 pt Arial Bold; all caps FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: 12 pt SPACE AFTER: 3 pt BORDER: Top Single Solid Line ½ pt line width BORDER SPACING: 1 pt ALIGNMENT: Left TABS: 6 pi left tab INDENT: Hanging indent 6 pi NUMBERING: Outline numbered, top row, third box, Arial Bold 12 pt</p>	
E1: Heading 1E (APPENDIX)	<p>BASED ON: Heading 1X FONT: 12 pt Arial Bold; all caps FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: 12 pt SPACE AFTER: 3 pt BORDER: Top Single Solid Line ½ pt line width BORDER SPACING: 1 pt ALIGNMENT: Left TABS: 6 pi left tab INDENT: Hanging indent 6 pi NUMBERING: Outline numbered, top row, third box, Arial Bold 12 pt</p>	

Style	Description	Comment
A1.1: Heading 2X (APPENDIX)	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Outline numbered, top row, third box, Arial Regular 10 pt</p>	
B1.1 Heading 2B	<p>BASED ON: Heading 2X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Outline numbered, top row, third box, Arial Regular 10 pt</p>	
C1.1 Heading 2C	<p>BASED ON: Heading 2X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Outline numbered, top row, third box, Arial Regular 10 pt</p>	

Style	Description	Comment
D1.1 Heading 2D	<p>BASED ON: Heading 2X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Outline numbered, top row, third box, Arial Regular 10 pt</p>	
E1.1 Heading 2E	<p>BASED ON: Heading 2X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging indent 6 pi</p> <p>NUMBERING: Outline numbered, top row, third box, Arial Regular 10 pt</p>	
A1.1.1: Heading 3X (APPENDIX)	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi indent</p> <p>NUMBERING: Outline numbered, top row, 3rd box, Arial Regular 10 pt</p>	

Style	Description	Comment
B1.1.1 Heading 3B	<p>BASED ON: Heading 3X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi indent</p> <p>NUMBERING: Outline numbered, top row, 3rd box, Arial Regular 10 pt</p>	
C1.1.1 Heading 3C	<p>BASED ON: Heading 3X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi indent</p> <p>NUMBERING: Outline numbered, top row, 3rd box, Arial Regular 10 pt</p>	
D1.1.1 Heading 3D	<p>BASED ON: Heading 3X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi indent</p> <p>NUMBERING: Outline numbered, top row, 3rd box, Arial Regular 10 pt</p>	

Style	Description	Comment
E1.1.1 Heading 3E	<p>BASED ON: Heading 3X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi indent</p> <p>NUMBERING: Outline numbered, top row, 3rd box, Arial Regular 10 pt</p>	
A1.1.1.1: Heading 4X (APPENDIX)	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi</p> <p>NUMBERING: Outline numbered, 3rd box, top row, 10 pt Arial Regular, indent 6 pi</p>	
B1.1.1.1 Heading 4B	<p>BASED ON: Heading 4X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi</p> <p>NUMBERING: Outline numbered, 3rd box, top row, 10 pt Arial Regular, indent 6 pi:</p>	

Style	Description	Comment
C1.1.1.1 Heading 4C	<p>BASED ON: Heading 4X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi</p> <p>NUMBERING: Outline numbered, 3rd box, top row, 10 pt Arial Regular, indent 6 pi:</p>	
D1.1.1.1 Heading 4D	<p>BASED ON: Heading 4X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi</p> <p>NUMBERING: Outline numbered, 3rd box, top row, 10 pt Arial Regular, indent 6 pi:</p>	
E1.1.1.1 Heading 4E	<p>BASED ON: Heading 4X</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: Hanging 6 pi</p> <p>NUMBERING: Outline numbered, 3rd box, top row, 10 pt Arial Regular, indent 6 pi:</p>	

Supplement Styles

Style	Description	Comment
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Style	Description	Comment
S Title (SUPPLEMENT)	<p>BASED ON: Normal</p> <p>FONT: 14 pt Arial Bold; all caps</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 12 pt</p> <p>BORDER: Top Single Solid Line ½ width; Bottom: Single Solid Line ½ width</p> <p>BORDER SPACING: 1 pt</p> <p>ALIGNMENT: Left</p> <p>TABS: None</p> <p>NUMBERING: None</p> <p>OTHER: Keep with next line break</p>	
Heading 1S (SUPP)	<p>BASED ON: Normal</p> <p>FONT: 12 pt Arial Bold; all caps</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: Top Single Solid Line ½ pt line width</p> <p>BORDER SPACING: 1 pt</p> <p>ALIGNMENT: left</p> <p>TABS: 6 pi left tab</p> <p>INDENT: hanging 6 pi</p> <p>NUMBERING: Outline numbered, 3rd box on top row, 12 pt Arial Bold</p>	
Heading 2S (SUPP)	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p> <p>SPACE AFTER: 3 pt</p> <p>BORDER: None</p> <p>BORDER SPACING: None</p> <p>ALIGNMENT: Left</p> <p>TABS: 6 pi left tab</p> <p>HANGING INDENT: 6 pi</p> <p>NUMBERING: Outline numbered, 3rd box on top row, 10 pt Arial Regular</p>	
Heading 3S (SUPP)	<p>BASED ON: Normal</p> <p>FONT: 10 pt Times New Roman Regular</p> <p>FOLLOWING PARAGRAPH: Body Text</p> <p>SPACE BEFORE: 12 pt</p>	

Style	Description	Comment
	SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: 6 pi left tab HANGING INDENT: 6 pi NUMBERING: Outline numbered, 3 rd box on top row, 10 pt Arial Regular	

List Styles

Style	Description	Comment
List Bullet	BASED ON: Body Text FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: None SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: 1.5 pi left tab INDENT: 6 pi left indent NUMBERING: List Bullet, bottom 4 th box; square bullet webdings	
List Number	BASED ON: Body Text FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: None SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: 7.5 pi left INDENT: 6 pi HANGING INDENT: 1.5 pi NUMBERING: Outline numbered, top row, 4 th box, text position, 7.5 pi	
List Lettered	BASED ON: No style FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: None	

Style	Description	Comment
	SPACE AFTER: None BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: 1.5 pi left INDENT: 6 pi HANGING INDENT: 1.5 pi NUMBERING: Numbered, top row, 4 th box, text position, 1.5 pi	

Table Styles

Style	Description	Comment
Table Caption	BASED ON: Caption FONT: 10 Times New Roman Not Bold FOLLOWING PARAGRAPH: Table Placeholder SPACE BEFORE: 3 pt SPACE AFTER: 3 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: insert Caption INDENT: 6 pi Left indent OTHER: Keep with next line break	Insert caption and click on note; autonumbering used through caption menu
Table Placeholder	BASED ON: Body Text FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Body Text SPACE BEFORE: None SPACE AFTER: 6 pts BORDER: None BORDER SPACING: None ALIGNMENT: Left INDENT: Left 0 pi TABS: None NUMBERING: None	Companion style with Table Caption
Table Body Center	BASED ON: Normal FONT: 8 pt ALIGNMENT: Centered SPACE BEFORE: 1 pt SPACE AFTER: 1pt	

Style	Description	Comment
Table Body Center 7	BASED ON: Normal FONT: 7 pt ALIGNMENT: Centered SPACE BEFORE: 1 pt SPACE AFTER: 1pt	
Table Body Left	BASED ON: Normal FONT: 8 pt ALIGNMENT: Left SPACE BEFORE: 1 pt SPACE AFTER: 1pt	
Table Body Left 7	BASED ON: Normal FONT: 7 pt ALIGNMENT: Left SPACE BEFORE: 1 pt SPACE AFTER: 1pt	
Table Body Right	BASED ON: Normal FONT: 8 pt ALIGNMENT: Flush Right SPACE BEFORE: 1 pt SPACE AFTER: 1pt	
Table Body Right 7	BASED ON: Normal FONT: 7 pt ALIGNMENT: Flush Right SPACE BEFORE: 1 pt SPACE AFTER: 1pt	
Table Caption	FOLLOWING PARAGRAPH: Table Placeholder	
Table Heading	BASED ON: Normal ALIGNMENT: Centered SPACE BEFORE: 1 pt SPACE AFTER: 1 pt	
Table Placeholder	FOLLOWING PARAGRAPH: Body Text	

Figure Styles

Style	Description	Comment
Figure Placeholder	BASED ON: Body Text FONT: 10 pt Times New Roman Regular FOLLOWING PARAGRAPH: Figure Caption SPACE BEFORE: None SPACE AFTER: None	Companion style with Figure Caption

Style	Description	Comment
	BORDER: None BORDER SPACING: None ALIGNMENT: Left INDENT: Left 0 pi TABS: None NUMBERING: None OTHER: Keep with next	
Figure Caption	BASED ON: Normal FONT: 10 Times New Roman Not Bold FOLLOWING PARAGRAPH: Figure Caption SPACE BEFORE: None SPACE AFTER: 12 pt BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: None NUMBERING: Insert Caption INDENT: 6 pi Left indent	Insert caption and click on figure; autonumbering used through caption menu

Equation Styles

Style	Description	Comment
Equation	BASED ON: Body Text FONT: 10 pt Times New Roman FOLLOWING PARAGRAPH: Equation SPACE BEFORE: None SPACE AFTER: 3 pts BORDER: None BORDER SPACING: None ALIGNMENT: Left TABS: 34 pi right tab NUMBERING: No autonumbering; type a tab, then a strong Arial Italic number (<i>only</i>) inside parentheses; press F9 to update	
Equation Legend	BASED ON: Normal ALIGNMENT: Indent: Left 1 in. Hanging 0.5 in. SPACE AFTER: 3 pt TABS: 1.3, 1.5 inches	
Equation Label	BASED ON: Normal FONT: 10 pt Times New Roman, Italic	

Character Styles

Style	Description	Comment
Ital	Adds italic to whatever font you are using	
Strong Arial Bold	Changes font to Arial 10 point bold for figures and tables.	
Sub	Adds subscript to whatever font you are using	
AQ Author Query	Default paragraph font + red; pattern: solid 100% yellow; border: simple solid line, yellow ½ pt line width; always put queries inside brackets; only make text inside brackets red and yellow so that it is easier to delete queries when we go to press. If you make brackets yellow and red, the next text typed will be yellow and red and you will have to go back and change it. Limit AQ text inside brackets so you can just delete the whole phrase with no remnants.	Used to bring queries to author's attention
Subscript and Italic for Equation Variables	Makes text subscript and italic	
Superital (superscript and italic)	Makes text superscript and italic	
Super	Makes text superscript	

Symbol Styles

Style	Description	Comment
— Em Dash	INSERT SYMBOL: [ALT] + [CTRL] + -	
±	SYMBOL FONT: insert symbol using the symbol font and get the plus minus sign (61472)	
° Degree	SYMBOL FONT: insert symbol using the symbol font and get the degree sign (61616)	
μ Mu	SYMBOL FONT: insert symbol using the symbol font and get the mu symbol (61549)	
Insert a Times Sign	SYMBOL FONT: insert symbol using the symbol font and get the multiplication sign (61620)	

Style	Description	Comment
≥	SYMBOL FONT: insert symbol using the symbol font and get the greater than equal to sign (61619)	
Δ Triangle Symbol	SYMBOL FONT: insert symbol using the symbol font and get the delta symbol (61508)	
· Little Dot Math Symbol	SYMBOL FONT: insert symbol using the symbol font and get the multiplication sign; use little dot rather than thicker dot (different technical meaning)	