

Headline_smaller / Headline for All Non-Prospective Pieces

Headline_2nd line / If Headline Is Followed by Subtitle, Manually Reduce
Its Paragraph Spacing After to 0.04”

Intro / **Fugiate** quiatur sandam rerchicimus con consequi duciis cuptasit
qui natque pre verita dolectestrum rehenis reictio ommodit earum cust
alitem et utem.*

Subhead_after intro / Subhead Following Right After Intro (or Headline)

Body / Coreribus arum velitatia vel earchillori nese a siminia placia veratquatis ex ea aut hariorpost aut vent
pro occaereperum voluptatia arunt, sam, endaecum voluptatiis coraeces quaes acimus doloritio vit eaque.
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et porum laut ut et, estis adi optiunt aut officim porero ea dolupta turerchil intion pres etur!

Subhead / Subhead

**Subhead_secondary_after subhead / Secondary Level Subhead Following Right After Primary
Level Subhead**

Ipiscipsant dem fugia qui tempori cus modi dolenture omnihicipsum laborehendis et omni aut dolores
modiorestia doluptatium ut archit, nullorum explis doluptatur?

Subhead_secondary / Secondary Level Subhead

El minci doloriam et labo.

Subhead_tertiary / Tertiary level subhead

Any bolded text under this subhead should be in **Graphik medium**, not semibold. Apply with “Medium”
character style (under Font_style folder). See other instances when Graphik medium (vs. semibold) would be
used on page 9.

Any text in "Headline_smaller" paragraph style will be automatically captured in the running header.
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Headline_smaller / Headline for All Non-Prospective Pieces *continued*



Eceatib usandebitam dolorpo repudi dolorae est, ipsantiam quis volorempossi as exerum quasitis mi, sitasim quid qui adio. Ut aut officii cor ant!⁰

Ribusa num fuga. Harum abore nim adit mollore peditas ex exped eos nectur sedi ape velis es deliqui quibus voluptatium as a dolectatius molupturisi ommo quos magnati omniende mod et voluptur restius truapta asim.

[Body_before bullet](#) / Apply when this body copy precedes the first bullet, including numbered bullet.

- [Bullets](#) / Vitatet ero quaturit esto dolest resto et iumet.
 - [Bullets_secondary](#) / Essi volorporatur rae sum quame sa cus magnihicid unt aboreperum?
 - > [Bullets_tertiary](#) / Inusdae quo illab illandaerum autation?
- [Last bullet](#) / Apply when this is the last bullet preceding the next body paragraph or subhead. All other "last bullet" paragraph styles will share similar attributes (i.e. same paragraph spacing after).

Pores apiende ntinihit qui to et voluptur sum quiatu scidunt.

- Omnihil il ist, temolupta inctibus doluptat ent.
 - Aliciat ionseque pa vent ex est qui cor se volor re persper?
 - [Last_bullet_secondary](#) / Apply when this is the last secondary level bullet preceding the next body paragraph or subhead.

lorepelignam sundit faccae nimoles nitatur, sus quae non cus, quam aut harum voleste cus esecaes

- Nisqui venda volupidem reptiur, quas incti seniminctur as molo eos vel il ipic tecabore odit.
 - Dem aut quasita sam alibus reptate moloris rerum, iusaped exeremp?
 - > Ossunducit faccuscima nonemolor sitis cuptatem qui sim esero?
 - > [Last_bullet_tertiary](#) / Apply when this is the last tertiary level bullet preceding the next body paragraph or subhead.

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There may be some instances where **secondary** and/or **tertiary numbered lists** would not start automatically at "a"/"i" after the first occurrence. To work around this, right-click or control-click into the text and choose **Restart Numbering** from the drop-down menu.

1. **Bullets_numbered** / Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiae consequam quatem noneceria si nia dolenimpor magni omnis.
2. Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiae consequam quatem noneceria si nia dolenimpor magni omnis.
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4. Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiae consequam quatem noneceria si nia dolenimpor magni omnis.
5. Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiae consequam quatem noneceria si nia dolenimpor magni omnis.
6. Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiae consequam quatem noneceria si nia dolenimpor magni omnis.
7. Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiae consequam quatem noneceria si nia dolenimpor magni omnis.
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10. Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiae consequam quatem noneceria si nia dolenimpor magni omnis.
 - a. **Bullets_numbered_secondary** / Intem nonsequ ibusdam aut utemqua turibus, sitium.
 - b. Intem nonsequ ibusdam aut utemqua turibus, sitium.
 - i. **Bullets_numbered_tertiary** / Endiam explit lab ipit quunt eum volupta tempeli gentorectur aut quatibus rerferf erferuptist aut que dolo cus erunt, optatust, ut fuga.
 - ii. Endiam explit lab ipit quunt eum volupta tempeli gentorectur aut quatibus rerferf erferuptist aut que dolo cus erunt, optatust, ut fuga.
 - iii. Endiam explit lab ipit quunt eum volupta tempeli gentorectur aut quatibus rerferf erferuptist aut que dolo cus erunt, optatust, ut fuga.

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Tem acestiis inum asperume voloribus eos et unt.

1. Poriam id mi, sendem as peles ad ma nus de sit estet hiciis entemque nimportit eos dolupture volut reculpa.
2. [Last bullet_numbered](#) / Apply when this is the last numbered bullet preceding the next body paragraph or subhead.

Posto et re volorum simpos dolupta nes dolorum quiaerumquid quiaie consequam quatem noneceria si nia dolenimpor magni omnis.

1. Volut latempo ribearumquo del invelliam repelitat facero maximet.
2. Imusanit aut omnim eum aut pero et omnist presti nempore mporepe ditatio nsedio.
 - a. Itaspel luptatur alique verem consequunt quid molupta volestibus?
 - b. [Last bullet_numbered_secondary](#) / Apply when this is the last secondary level numbered bullet preceding the next body paragraph or subhead.

Sus dolorum aut eum qui comnim quas dem corios estium fugit.

1. Omniatae reperib eatiur sinvelli que volo eaquibus ea con plaut ma
2. Volorep elecatium que quia pro volorumtius, ea seribus, issequamenis.
 - a. Itaspel luptatur alique verem consequunt quid molupta volestibus?
 - b. As dolore santibe rciunt quae qui sition cum fugia poreicil inimin rate.
 - i. Porrum voloribus et quatibu sandis denimus minimus.
 - ii. [Last bullet_numbered_tertiary](#) / Apply when this is the last tertiary level numbered bullet preceding the next body paragraph or subhead.

Any text in "Headline_smaller" paragraph style will be automatically captured in the running header. If any other headline style (e.g. "Headline") is used instead, go to Type > Text Variables > Define. Select Running Header, then Edit. Update Style with the correct style (e.g. "Headline") and hit OK. This will capture the first text in that style instead.

Headline_smaller / Headline for All Non-Prospective Pieces *continued*



Multiple Table Styles

Open Windows > Styles to customize the tables (via the table styles and cell styles panels). Each style would automatically apply the assigned paragraph style.

They can also take on full-column width to accommodate more text. (OK to use the full-column width layout in this case.)

Use one of the following table samples below as a foundation to build out your table.

Sample 1 – Standard

Table Title				
Column 1	Column 2	Column 3	Column 4	Column 5
Row 1	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2
Row 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2
Row 3	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2
Row 4	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2	Cell text line 1 Cell text line 2

Sample 2 – Standard with Smaller Text

Ideal for any tables with a lot of columns and/or content. OK to adjust the cell text indents (by reducing left cell inset) when needed.

Table Title							
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Row 1	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2
Row 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2
Row 3	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2
Row 4	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2	Cell text 1 Cell text 2

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 Headline_smaller / Headline for All Non-Prospective Pieces *continued*



Sample 3 – Standard with Flush Right Text

Ideal for any tables with numerical data.

Table Title 1	Table Title 2	Table Title 3	Table Title 4	Table Title 5
Column 1	Column 2	Column 3	Column 4	Column 5
Row 1 line 1 Row 1 line 2	0.10	0.10	0.10	0.10
Row 2 line 1 Row 2 line 2	0.10	0.10	0.10	0.10
Row 3 line 1 Row 3 line 2	0.10	0.10	0.10	0.10
Row 3 line 1 Row 3 line 2	0.10	0.10	0.10	0.10

Sample 4 – Standard with Smaller And Flush Right Text

A fusion of table styles 2 & 3. Ideal for any tables with a lot of columns of numerical data.

Table Title 1	Table Title 2	Table Title 3	Table Title 4	Table Title 5	Table Title 6	Table Title 7	Table Title 8
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Row 1 line 1 Row 1 line 2	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Row 2 line 1 Row 2 line 2	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Row 3 line 1 Row 3 line 2	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Row 4 line 1 Row 4 line 2	0.10	0.10	0.10	0.10	0.10	0.10	0.10