­­­­

Style: .Front cover subtitle

Style: Climate Pact front cover title

Contents

[1. Always use the style ‘.Heading 1’ to start a numbered section. 3](#_Toc151389686)

[1.1. This style is .Heading 2 3](#_Toc151389687)

[1.1.1. This style is .Heading 3 3](#_Toc151389688)

[1.1.1.1. This style is .Heading 4 3](#_Toc151389689)

[1.1.1.1.1. This style is .Heading 5 4](#_Toc151389690)

[2. Continue numbered sections using the style ‘.Heading 1’. 6](#_Toc151389691)

[2.1. This style is .Heading 2 6](#_Toc151389692)

[2.1.1. This style is .Heading 3 6](#_Toc151389693)

[2.1.1.1. This style is .Heading 4 6](#_Toc151389694)

[2.1.1.1.1. This style is .Heading 5 6](#_Toc151389695)

[For sections without numbers, apply the ‘.Heading 1’. And remove ‘numbering’ from paragraph ribbon in Microsoft word. 8](#_Toc151389696)

[This style is .Heading 2 – without ‘numbering’ paragraph styling 8](#_Toc151389697)

[This style is .Heading 3 - without ‘numbering’ paragraph styling 8](#_Toc151389698)

[This style is .Heading 4 - without ‘numbering’ paragraph styling 8](#_Toc151389699)

[This style is .Heading 5 - without ‘numbering’ paragraph styling 8](#_Toc151389700)

1. Always use the style ‘.Heading 1’ to start a numbered section.

It's important to start numbered sections in a document with the appropriate heading styles to ensure consistent and correct section numbering. Here are a few key points to consider.

**‘.Heading 1’ for the First Section:** When starting a numbered section, the first section must always be styled using '.Heading 1.' This is the default Microsoft style that establishes how section numbering in Word will be used throughout the entire document.

**Subsequent Levels:** For subsequent levels, you can use the custom styles such as '.Heading 2, .Heading 3, .Heading 4, and .Heading 5,' These styles provide a structured and consistent hierarchy for your document's sections.

**Removing Numbering:** If you need to remove numbering from any paragraph style, simply position the cursor at the beginning of the text and deselect 'Numbering' from the 'Home' ribbon. This will allow you to have non-numbered sections as necessary.

By following these guidelines, you can maintain a clear and organized structure for your document with properly styled headings and numbering.

## This style is .Heading 2

This style is .Body copy. Duis pretium eros non lectus pretium, vel lobortis risus ornare. Morbi eleifend felis nec arcu pretium, nec tempor elit aliquet. Pellentesque maximus tortor id consectetur congue. Duis sem ipsum, hendrerit dignissim turpis nec, fermentum varius urna. Morbi a consectetur magna. Nunc quis nunc feugiat tellus interdum congue. Morbi ut lorem lectus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec a erat luctus, convallis lorem ac, pretium turpis. Maecenas odio mi, tristique quis volutpat a, congue vitae neque.

### This style is .Heading 3

This style is .Body copy. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque augue ex, scelerisque sed sodales et, ullamcorper quis enim. Nulla porttitor pretium dolor, at blandit ex rutrum id. Interdum et malesuada fames ac ante ipsum primis in faucibus. Sed id mi tortor. Nunc non pharetra sapien, ac placerat turpis.

#### This style is .Heading 4

This style is .Body copy. Duis pretium eros non lectus pretium, vel lobortis risus ornare. Morbi eleifend felis nec arcu pretium, nec tempor elit aliquet. Pellentesque maximus tortor id consectetur congue. Duis sem ipsum, hendrerit dignissim turpis nec, fermentum varius urna. Morbi a consectetur magna. Nunc quis nunc feugiat tellus interdum congue. Morbi ut lorem lectus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec a erat luctus, convallis lorem ac, pretium turpis. Maecenas odio mi, tristique quis volutpat a, congue vitae neque.

##### This style is .Heading 5

* This style is .Body copy. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque augue ex, scelerisque sed sodales et, ullamcorper quis enim. Nulla porttitor pretium dolor, at blandit ex rutrum id. Interdum et malesuada fames ac ante ipsum primis in faucibus. Sed id mi tortor. Nunc non pharetra sapien, ac placerat turpis.

Table 1.1 Please label tables like this – style as Caption

|  |  |  |
| --- | --- | --- |
| .Table Header | .Table Header | .Table Header |
| .Table Sub-Header.  .Table Body. Upta dolorrum utati temporerum es ad qui beratur ibusandam aut quae molecatur ratquos aniscidebit exeriti doluptate dunt unt quia. | * Table Bullet * Upta dolorrum utati temporerum es ad qui beratur ibusandam aut quae molecatur ratquos aniscidebit exeriti doluptate dunt unt quia. | .Table Body. Upta dolorrum utati temporerum es ad qui beratur ibusandam aut quae molecatur ratquos aniscidebit exeriti doluptate dunt unt quia. |
| .Table Sub-Header.  .Table Body. Upta dolorrum utati temporerum es ad qui beratur ibusandam aut quae molecatur ratquos aniscidebit exeriti doluptate dunt unt quia. | * Upta dolorrum utati temporerum es ad qui beratur ibusandam aut quae molecatur ratquos aniscidebit exeriti doluptate dunt unt quia. | Upta dolorrum utati temporerum es ad qui beratur ibusandam aut quae molecatur ratquos aniscidebit exeriti doluptate dunt unt quia. |

.Section heading

When creating sections in a Word document, it's important to use Microsoft's built-in "section breaks" function to ensure proper formatting and separation between sections.

Insert Section Breaks:

1. Go to the "Layout" tab in Word.
2. Select "Breaks" in the "Page Setup" group.
3. Choose "Next Page" under the "Section Breaks" options.
4. Continue numbered sections using the style ‘.Heading 1’.

To **continue** a numbered section in the Word document and ensure that subsequent sections are styled correctly in a numerical order, use the '.Heading 1' style.

## This style is .Heading 2

This style is .Body copy. Duis pretium eros non lectus pretium, vel lobortis risus ornare. Morbi eleifend felis nec arcu pretium, nec tempor elit aliquet. Pellentesque maximus tortor id consectetur congue. Duis sem ipsum, hendrerit dignissim turpis nec, fermentum varius urna. Morbi a consectetur magna. Nunc quis nunc feugiat tellus interdum congue. Morbi ut lorem lectus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec a erat luctus, convallis lorem ac, pretium turpis. Maecenas odio mi, tristique quis volutpat a, congue vitae neque.

### This style is .Heading 3

This style is .Body copy. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque augue ex, scelerisque sed sodales et, ullamcorper quis enim. Nulla porttitor pretium dolor, at blandit ex rutrum id. Interdum et malesuada fames ac ante ipsum primis in faucibus. Sed id mi tortor. Nunc non pharetra sapien, ac placerat turpis.

#### This style is .Heading 4

This style is .Body copy. Duis pretium eros non lectus pretium, vel lobortis risus ornare. Morbi eleifend felis nec arcu pretium, nec tempor elit aliquet. Pellentesque maximus tortor id consectetur congue. Duis sem ipsum, hendrerit dignissim turpis nec, fermentum varius urna. Morbi a consectetur magna. Nunc quis nunc feugiat tellus interdum congue. Morbi ut lorem lectus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec a erat luctus, convallis lorem ac, pretium turpis. Maecenas odio mi, tristique quis volutpat a, congue vitae neque.

##### This style is .Heading 5

This style is .Body copy. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque augue ex, scelerisque sed sodales et, ullamcorper quis enim. Nulla porttitor pretium dolor, at blandit ex rutrum id. Interdum et malesuada fames ac ante ipsum primis in faucibus. Sed id mi tortor.unc non pharetra sapien, ac placerat

.Section heading

When creating sections in a Word document, it's important to use Microsoft's built-in "section breaks" function to ensure proper formatting and separation between sections.

Insert Section Breaks:

1. Go to the "Layout" tab in Word.
2. Select "Breaks" in the "Page Setup" group.
3. Choose "Next Page" under the "Section Breaks" options.

For sections without numbers, apply the ‘.Heading 1’. And remove ‘numbering’ from paragraph ribbon in Microsoft word.

## This style is .Heading 2 – without ‘numbering’ paragraph styling

This style is .Body copy. Duis pretium eros non lectus pretium, vel lobortis risus ornare. Morbi eleifend felis nec arcu pretium, nec tempor elit aliquet. Pellentesque maximus tortor id consectetur congue. Duis sem ipsum, hendrerit dignissim turpis nec, fermentum varius urna. Morbi a consectetur magna. Nunc quis nunc feugiat tellus interdum congue. Morbi ut lorem lectus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec a erat luctus, convallis lorem ac, pretium turpis. Maecenas odio mi, tristique quis volutpat a, congue vitae neque.

### This style is .Heading 3 - without ‘numbering’ paragraph styling

This style is .Body copy. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque augue ex, scelerisque sed sodales et, ullamcorper quis enim. Nulla porttitor pretium dolor, at blandit ex rutrum id. Interdum et malesuada fames ac ante ipsum primis in faucibus. Sed id mi tortor. Nunc non pharetra sapien, ac placerat turpis.

#### This style is .Heading 4 - without ‘numbering’ paragraph styling

This style is .Body copy. Duis pretium eros non lectus pretium, vel lobortis risus ornare. Morbi eleifend felis nec arcu pretium, nec tempor elit aliquet. Pellentesque maximus tortor id consectetur congue. Duis sem ipsum, hendrerit dignissim turpis nec, fermentum varius urna. Morbi a consectetur magna. Nunc quis nunc feugiat tellus interdum congue. Morbi ut lorem lectus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec a erat luctus, convallis lorem ac, pretium turpis. Maecenas odio mi, tristique quis volutpat a, congue vitae neque.

##### This style is .Heading 5 - without ‘numbering’ paragraph styling

This style is .Body copy. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque augue ex, scelerisque sed sodales et, ullamcorper quis enim. Nulla porttitor pretium dolor, at blandit ex rutrum id. Interdum et malesuada fames ac ante ipsum primis in faucibus. Sed id mi tortor. Nunc non pharetra sapien, ac placerat turpis