

## Section 1 - How to Use the Document Template

- (1) Expand the Styles Menu (In Microsoft Word - Home - Styles - Click the 'Lower Right Hand Corner Box').
- (2) Use the various \_styles to get the formatting/headings you need.
  - a. The Headings you choose will determine the Side Menu when your document is eventually published in the SCU Policy Library.
- (3) Only the styles preceded by an \_underscore work with the template.
- (4) Press the 'Enter' Key on your keyboard to make a new Clause.
- (5) Press the 'Tab' Key on your Keyboard to move right and make a clause a Sub Clause.
- (6) There are three Sub-Clause levels:
  - a. 1
    - i. 2
      - 3
- (7) Press the 'Shift + Tab' keys together on your keyboard to move left and create a higher level Clause.