Consulting Document Style Guide

The following provides a description of the different text styles that can be found in this document.

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| **Text** | **Description** | **Example** |
| Body Text | To be used for all body text throughout the document. Can adjust text within paragraph by using **bold** and *italic* to bring attention to key points. |  |
| Normal | **DO NOT MODIFY** – this is the text bound to the header/footer. |  |
| Main Point | Is **ONLY** to be used for single sentences outside of body paragraphs to highlight key points. | Body Paragraph…  Main Point …  Body Paragraph… |
| Table Text | Is the default text to be used when creating any **table**, Size, bold and italic can be modified within the table to suit the document. |  |
| Figures | To be used to provide details for tables/images etc. | . Figure 1 - XXX |
| Body Text Action Purple | **ONLY** to be used to highlight calls-to-action such as links, buttons and navigational items, this style is to be used when directly following body text in a sentence/paragraph. | Can be found on our website [www.ctsav.com.au](http://www.ctsav.com.au)  email: info@ctsav.com.au |
| Main Point Action Purple | **ONLY** to be used to highlight calls-to-action such as links, buttons and navigational items, this style is to be used when it is placed independently of body text, or when a bold option is required. | Body Paragraph…  [www.ctsav.com.au](http://www.ctsav.com.au)  email: info@ctsav.com.au |
| * Bullet Point | For listing items |  |
| List Paragraph | To be used for numbered lists (Must select numbering list option list from taskbar to add number effect. | 1. To get list to left edge of the page go to ‘Layout’ on top bar of document, and edit ‘Left’ indent to 0cm. |
| Title Page | **ONLY** to be used on title pages in documents that have one. |  |
| Title (Colour), Title (Dark Colour)andTitle | All **only** to be used as a primary heading, dark and light options are interchangeable and can be decided between to best suit a document.  Can be used in conjunction with **either** the Heading 1 **or** 1. Heading. |  |
| Heading 1 (Colour)  Heading 1 (Dark) | Primary heading within a document to define different topics. Either colour option can be used in a document to suit document contents.  **MUST NOT** be used in conjunction with any of the 1.xxx, 1.1.xxx, 1.1.1.xxx headings. |  |
| Heading 2 | Secondary heading, should **only** be used in conjunction with **Heading 1** Colour or Dark. |  |
| Heading 3 (Light)  Heading 3 (Dark) | Heading style that should **only** be used in conjunction with heading 1 and 2. |  |
| 1.Heading (Light) 1. Heading (Dark) | Primary heading within a document to define different topics. Either colour option can be used in a document to suit document contents.  **MUST NOT** be used in conjunction with any of the non-numbered heading styles  *Heading 1, Heading 2 and Heading 3*. |  |
| 1.1 Heading | Secondary heading should **only** be used in conjunction with **1. Heading** Colour or Dark. |  |
| 1.1.1 Heading | Heading style that should **only** be used in conjunction with heading styles 1 and 1.1. |  |
| 1.1.1.1. Heading | Heading style that should **only** be used in conjunction with heading styles 1, 1.1 and 1.1.1. |  |

Style Hierarchy

The following shows the order to the different heading styles. When creating a document **only** Numbered **or** Non-Numbered headings can be chosen **not both.**

Title Page - ONLY to be used on title pages in documents that have one.

**Title** (3x Colour Options)**,** Heading 1 (2x Colour Options) and 1. Heading (2x Colour Options)

Body Text

Heading 2 and 1.1. Heading

Body Text

Heading 3 and 1.1.1. Heading

Body Text

#### Heading

Body Text