Contents

[Section heading style 1](#_Toc505850245)

[Sub-section heading style 1](#_Toc505850246)

Instructions for use:

Section heading style

Use this style for section headings in your document – a new page will be created in the HTML (online) version for each of these headings and they will appear as links in the navigation panel.

Sub-section heading style

Use this for sub-sections headings in your document – a new page will be created in the HTML (online) version for each of these headings and they will appear as indented links under the related section in the navigation panel.

Sub-title style

The sub title style is for headings within the content of section or sub section pages.

Table of contents

Word can create an automatic table of contents from these heading styles (right click on the Contents section to update).

[Delete these instructions when you are ready to start using the template☺]