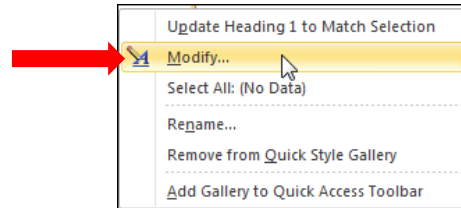


Modify Styles (Headings)

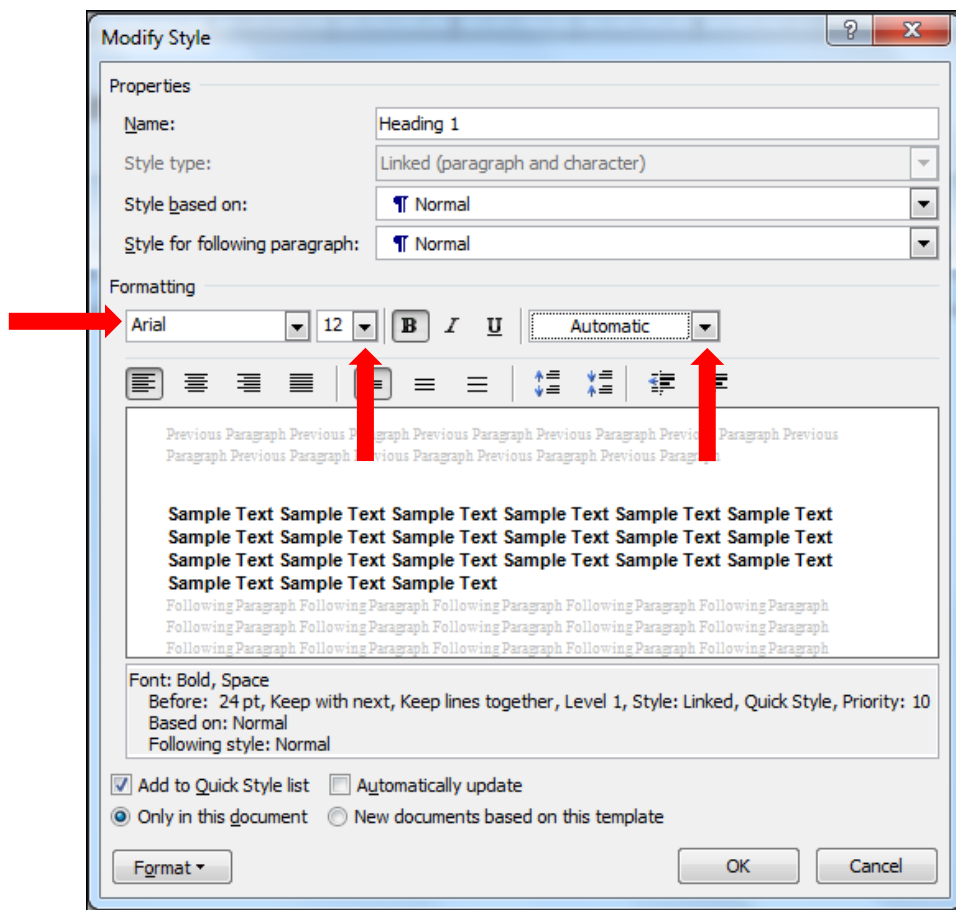
1. Right click **Heading 1** (or any other Heading).



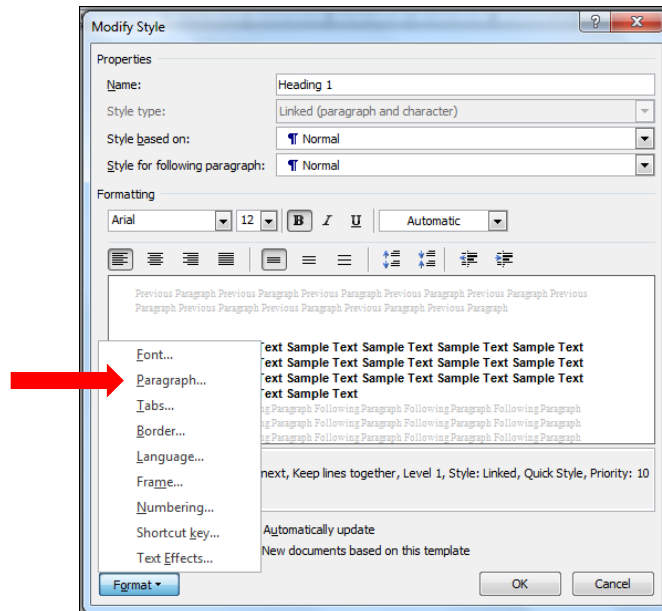
2. Select **Modify**.



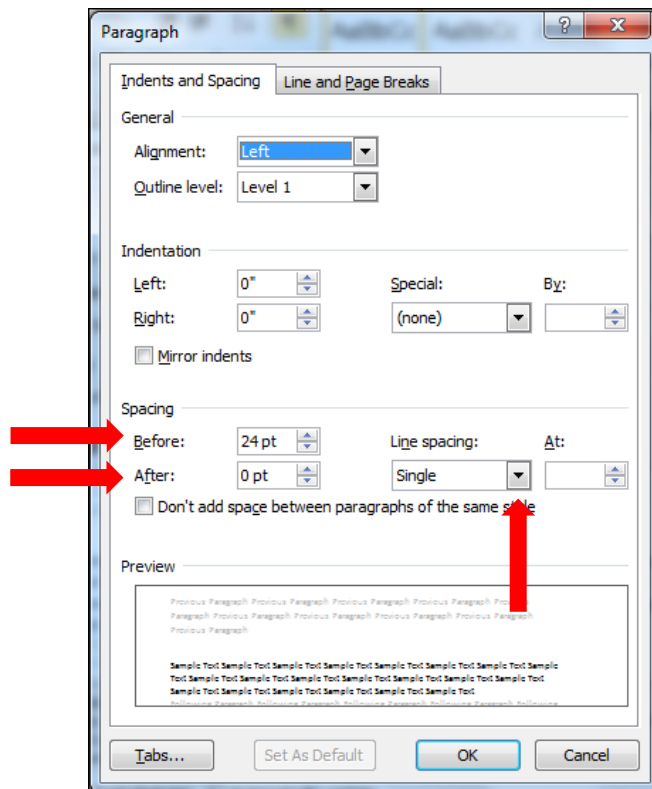
3. Make changes to the **Font**, **Font Size**, and **Font Color**.



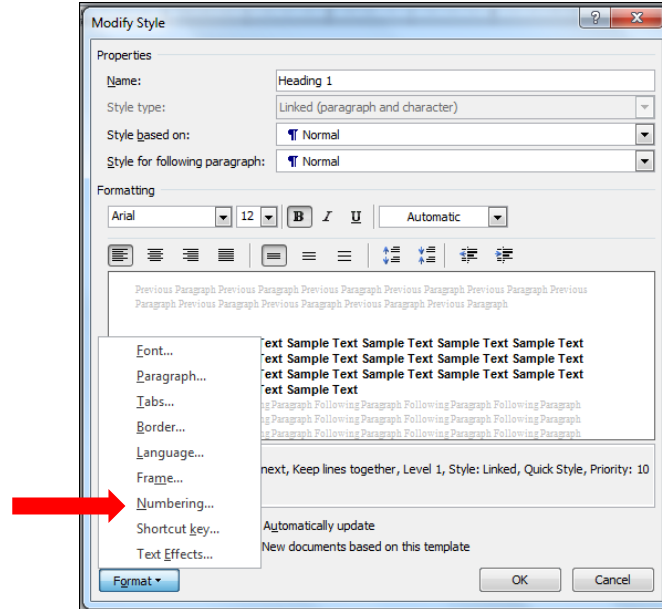
4. Click Format and select **Paragraph**.



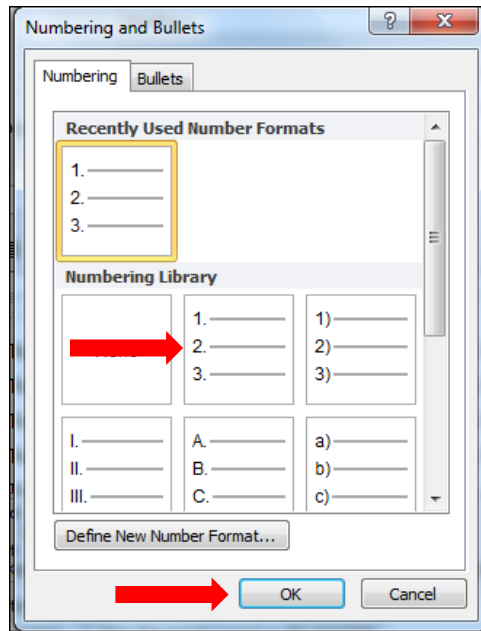
5. Adjust the Spacing **Before** and **After** and change the **Line Spacing**. Click **OK**.



6. Select **Numbering**.



7. Selecting a **Numbering** option and click **OK**.



8. Click **OK**.

