# Heading 1

The purpose of this document is to provide you with a template set up for your convenience. Heading and Subheading quick-styles are available in the Styles section under the Home tab. Use these quick-styles to apply accessible formatting for Headings, **Strong** (Bold), Emphasis (Italics), Normal, etc. If the document is over ten pages, please insert a Table of Contents from the References tab.

Heading 1 will be a standard bolded 20pt black Arial.

## Heading 2

Heading 2 will be a standard bolded 16pt black Arial with a Methodist Green (Hex: #00573c | RGB: 0, 87, 60) bottom border.

### Heading 3

Heading 3 will be a standard bolded 14pt black Arial.

#### Heading 4

Heading 4 will be a standard bolded and italicized 12pt black Arial.

Normal text will be a standard 11pt black Arial.

* Bullets will always be in the same style as the normal text.
* Use regular round bullets lists.
* Numerical lists can also be used if needed.

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If a table is needed, use the first option in the Table Styles section. Colors used for a table header row should be a color-to-text contrast ratio of at least 4.5:1 and Methodist Green (Hex: #00573c | RGB: 0, 87, 60) when possible. An alt text description must be used for any table.