



Spallation Neutron Source Weekly Highlights	Week Ending: 1/1/00
	Date Prepared: 1/31/00
	Prepared By: Tom Mann
	Page: 1 of 2
WBS: 1.02, Project Support	Subproject: Systems Integration

[Actual highlights may not need this many approval signatures.]

Approved by:

_____ Name Title	_____ Date

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1. FIRST-ORDER HEADING (CAPS, BOLD; STYLE=HEADING1)

Highlights should be numbered continuously. If you use the heading styles in this template, numbering and spacing above and below headings will be set up automatically. If you don't use the heading styles, insert two blank lines before headings (except first-order headings) and one blank line after.

1.1 SECOND-ORDER HEADING (CAPS, BOLD, FLUSH LEFT; STYLE=HEADING2)

If paragraphs are indented (0.25 is a standard paragraph indent), there should be no space between them. If preferred, paragraphs can be flush left with one blank line between paragraphs. If you use the template style for "normal" text, paragraphs will be indented automatically.

1.1.1 Third-Order Heading (Cap-Lowercase, Bold, Flush Left; Style=Heading3)

1.1.1.1 Fourth-order heading (Initial cap, bold, flush left; style=heading4)

For headings immediately followed by another heading (rather than paragraph text):

- If you're using styles, change the paragraph spacing after the first header to 2 points for that heading only (select Format, Paragraph, Spacing after, 2 pt).
- If you're not using styles, insert one blank line only between the two headings.

Unnumbered fifth-order heading (initial cap, bold, paragraph indent; style=heading5). One blank line precedes the heading. Text follows the heading on the same line.

Unnumbered sixth-order heading (initial cap, bold and italic, paragraph indent; style=heading6). Text follows the heading on the same line.

[Note: most highlights won't need this many headings.]