Margins and Subsection Indentation Alignment per DM 0100-001 Requirements

Left Indent Setting Adjustment Slider

| | | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 |

Hanging Indent Setting Adjustment Slider
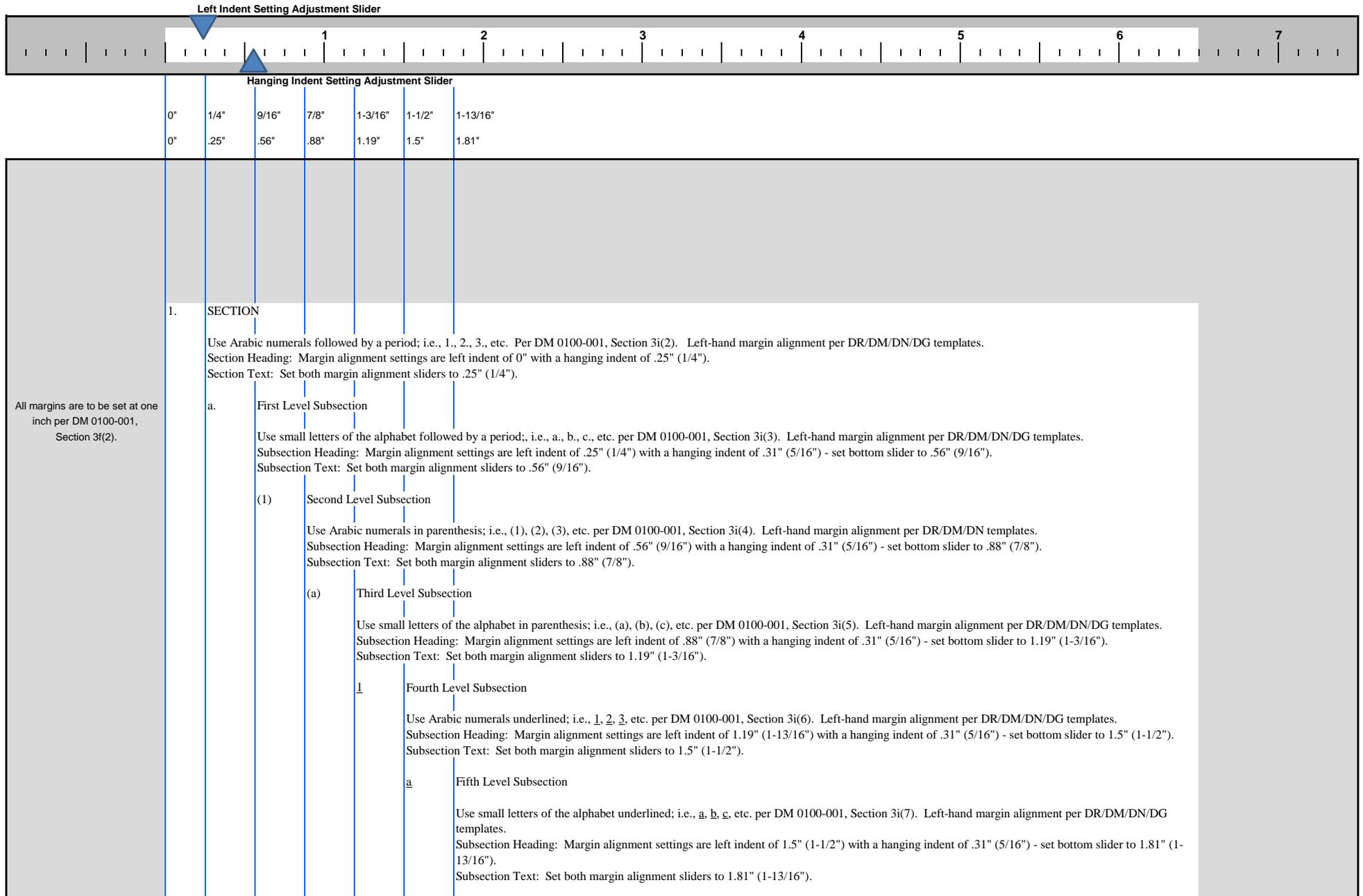
0"	1/4"	9/16"	7/8"	1-3/16"	1-1/2"	1-13/16"
0"	.25"	.56"	.88"	1.19"	1.5"	1.81"

All margins are to be set at one inch per DM 0100-001, Section 3f(2).

1. SECTION

    Use Arabic numerals followed by a period; i.e., 1., 2., 3., etc. Per DM 0100-001, Section 3i(2).   Left-hand margin alignment per DR/DM/DN/DG templates.
    Section Heading: Margin alignment settings are left indent of 0" with a hanging indent of .25" (1/4").
    Section Text: Set both margin alignment sliders to .25" (1/4").

    a. First Level Subsection

        Use small letters of the alphabet followed by a period;, i.e., a., b., c., etc. per DM 0100-001, Section 3i(3). Left-hand margin alignment per DR/DM/DN/DG templates.
        Subsection Heading: Margin alignment settings are left indent of .25" (1/4") with a hanging indent of .31" (5/16") - set bottom slider to .56" (9/16").
        Subsection Text: Set both margin alignment sliders to .56" (9/16").

        (1) Second Level Subsection

            Use Arabic numerals in parenthesis; i.e., (1), (2), (3), etc. per DM 0100-001, Section 3i(4). Left-hand margin alignment per DR/DM/DN templates.
            Subsection Heading: Margin alignment settings are left indent of .56" (9/16") with a hanging indent of .31" (5/16") - set bottom slider to .88" (7/8").
            Subsection Text: Set both margin alignment sliders to .88" (7/8").

            (a) Third Level Subsection

                Use small letters of the alphabet in parenthesis; i.e., (a), (b), (c), etc. per DM 0100-001, Section 3i(5). Left-hand margin alignment per DR/DM/DN/DG templates.
                Subsection Heading: Margin alignment settings are left indent of .88" (7/8") with a hanging indent of .31" (5/16") - set bottom slider to 1.19" (1-3/16").
                Subsection Text: Set both margin alignment sliders to 1.19" (1-3/16").

                1 Fourth Level Subsection

                    Use Arabic numerals underlined; i.e., 1, 2, 3, etc. per DM 0100-001, Section 3i(6). Left-hand margin alignment per DR/DM/DN/DG templates.
                    Subsection Heading: Margin alignment settings are left indent of 1.19" (1-13/16") with a hanging indent of .31" (5/16") - set bottom slider to 1.5" (1-1/2").
                    Subsection Text: Set both margin alignment sliders to 1.5" (1-1/2").

                    a Fifth Level Subsection

                        Use small letters of the alphabet underlined; i.e., a, b, c, etc. per DM 0100-001, Section 3i(7). Left-hand margin alignment per DR/DM/DN/DG templates.
                        Subsection Heading: Margin alignment settings are left indent of 1.5" (1-1/2") with a hanging indent of .31" (5/16") - set bottom slider to 1.81" (1-13/16").
                        Subsection Text: Set both margin alignment sliders to 1.81" (1-13/16").