Document Title

Use styles to format the content in your document. To apply a style, go to the Home tab in your Word document and select the appropriate style from the Styles list.

Examples of the different styles available for LEARN attachments are shown below.

# Heading 1

Paragraph text

## Heading 2

Paragraph text

### Heading 3

Paragraph text

#### Heading 4

Paragraph text

##### Heading 5

Paragraph text

###### Heading 6

Paragraph text

# Image and cutline example

Apply the Image style to the graphics or images that you insert into the document. For the descriptive text or citation below the image, apply the Caption/Cutline style.



Caption/cutline

# Block quote example

Block quotes should use the Block Quote style and look like this Quisque scelerisque, odio condimentum semper aliquet, nunc turpis condimentum eros, ut est diam et orci. Pellentesque lobortis nunc lectus, a pellentesque libero suscipit vel.

(in-text citation, year)

# Footers

Notice that each page has a footer with the lesson title on it.

To set the lesson title, you do not need to edit the footer directly. Instead, update the title in the document properties, and the footer will be updated automatically to match.

To edit the document properties:

1. Go to File > Info.
2. On the right, under Properties, you should see a Title field. Type the document title in the Title field (and remove any other values appearing there).
3. On the right, under Related People, type K20 Center in the Author field (and remove any other values appearing there).

Important: Use an abbreviated version of the title in cases where the full title would be too long to fit on one line. If you are creating a general-purpose handout that could be reused for many lessons (such as a strategy asset), leave the Title field blank so that only the K20 LEARN logo appears in the footer.

# Table example

From a PC: To easily add a table to your LEARN document, go to the Insert tab and click the Quick Parts  icon. Select LEARN Table from the Quick Part Gallery.

From a Mac or PC: Copy the table below and add or remove columns and rows as needed.

| Column Header | Column Header | Column Header | Column Header |
| --- | --- | --- | --- |
| Row Header |  |  |  |
| Row Header |  |  |  |

Citation, C. (n.d.). Use this style for citations. Citation Style. https://hyperlink.org