Table of Contents
Heading 1
Heading 2

Heading 1
Normal text appears with the Cambria typeface, 13 point. No indent on the left. Ragged-right.
Following paragraphs are indented ¼ inch (with a tab key).
Heading 1 is Calibri 16 point bold, centered. Heading 1 will appear in the TOC. Typically Heading
Note also that the header is in HANA typeface (i.e.

Heading 2
Heading 2 is Calibri 15 point bold, left justified. Heading 2 will appear in the TOC

Heading 3
Heading 3 is Calibri 13 point bold, italic. Heading 3 and lower will not appear in the TOC.
Bulleted lists appear as below (use the blist style):
  • Item 1
  • Item 2
Numbered lists appear as below (use the List style):
  1. item 1
  2. item 2