CEPT document styles

This guide describes the styles built into the CEPT Word templates. Pick a style from the **Styles gallery** (Home tab) — the names are always in English, no matter which language your Word is running in.

Body text and headings

Style	What it looks like	When to use it
Normal	Segoe UI 12 pt, black, justified	All ordinary body text
Heading 1	14 pt bold dark grey, numbered `1`, `2`, …	Main sections of the document
Heading 2	12 pt bold dark grey (Semibold), numbered `1.1`, `1.2`, …	Sub-sections under a Heading 1
Heading 3	12 pt bold dark grey (Medium), numbered `1.1.1`, …	Sub-sections under a Heading 2
Heading 4	12 pt bold dark grey, numbered `1.1.1.1`, …	The deepest level of sub-sections

Headings are numbered automatically — just apply the style, never type the number yourself. All headings are bold and dark grey. Headings 1–4 appear in the table of contents.

Annexes

Style	What it looks like	When to use it
Annex Heading 1	14 pt bold dark grey, numbered `Annex 1`, `Annex 2`, …	Each annex (at the end of the document)
Annex Heading 2	12 pt bold dark grey, numbered `A1.1`, `A1.2`, …	Sections inside an annex
Annex Heading 3	12 pt bold dark grey, numbered `A1.1.1`, …	Sub-sections inside an annex
Annex Heading 4	12 pt bold dark grey, numbered `A1.1.1.1`, …	The deepest level inside an annex

Annex headings use the same sizes as the main headings and are lower case (no forced capitals). Numbering is automatic.

Lists and references

Style	What it looks like	When to use it
Reference	Body text with a bracketed number: `[1]`, `[2]`, …	Reference lists — each item is numbered automatically

For any other list (bulleted or lettered), use **Normal** paragraphs with a typed marker (`•`, `a)`, `1.`) and a hanging indent.

Notes, footnotes, links

Style	What it looks like	When to use it
Editor's Note	Yellow-highlighted text, automatically prefixed `Editor note 1:`, `Editor note 2:`, …	Editor's notes and comments inside the text — numbered automatically; delete before publishing
Footnote Text / **Footnote Reference**	Small grey footnote at the page bottom / superscript marker in the text	Footnotes (insert via References → Insert Footnote; the styles apply automatically)
Hyperlink	Blue underlined text	Web links (applied automatically when you insert a hyperlink)

Tables

Style	What it looks like	When to use it
Table Grid	Table with thin grey borders; the first row is filled navy with white bold text when you mark it as the header row	All tables
Table Heading	White bold text on a navy cell, centred	The header row of a table (apply the style to the header-row paragraphs)

Page furniture

Style	What it looks like	When to use it
Header no TOC	14 pt bold dark grey (like Heading 1), with header tab stops	The running header — the document title on the left, page number on the right. It never appears in the table of contents
Footer	9 pt dark grey	The running footer (empty by default — page numbers live in the header: `Page X of Y`)
Page Number	9 pt dark grey	The `PAGE` / `NUMPAGES` fields in the header
TOC Heading	14 pt bold dark grey (like Heading 1)	The title of an inserted table of contents — applied automatically when you insert one (References → Table of Contents)

Good to know

- **Language:** the template is set to English (UK) — spelling and grammar check in British English. - **Styles stay in English:** the style names in the gallery are always shown in English, regardless of your Word interface language.
- **Don't renumber manually:** headings, annexes, editor's notes and reference items are numbered automatically by the template. If a number looks wrong, reapply the style or update the numbering (References → Update Table / right-click a number → Update Field).

- **Hidden on purpose:** styles such as *Body Text*, *Heading 5*, *No Spacing*, *Quote*, *Title* etc. are hidden and not part of the CEPT style set — please don't use them.

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