

A. HEADING 1

1. For letters and formal emails, use Heading 2 and below. For other documents (such as written submissions and internal minutes), use all heading levels.

Heading 2

2. Paragraph Level 1.
 - 2.1. Paragraph level 2.
 - (a) Paragraph level 3.
 - (i) Paragraph level 4.

Heading 3

3. ...

Heading 4

4. ...

Long quotes

5. Make lead-in paragraph "[keep with next](#)":¹
Long quote text.

Example Table

6. See below:

Heading	Heading
Table body	Table body

Heading	Heading
Table body	Table body

¹ Footnote text.