

Place full page image,   
send to the back   
behind header and footer   
and delete this text box.

Title

Author names

Organisations

1 January 2014

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Collaborative project

FP7 Environment

Project acronym: **OPERAs**

Project full title: **Operational** **Potential of Ecosystem Research Applications**

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Duration: 54 months

Project coordinator: The University of Edinburgh

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# Heading 1

Headline style. Use this for key messages. The Word template will work much more smoothly using the built in styles. Pasting from other Word documents or web pages can insert many extra styles. Paste from other documents as plain text only and then apply the styles.

## Heading 2

Pay particular attention to the heading styles. They will help to structure the document in the Table of Contents and Document Map. To update the Table of Contents, right click on it and choose ‘Update Field’. The table of contents includes the first three levels of heading by default. You can change this by choosing ‘Edit Field’

Heading 1 is a special style. It will start a new page. This gives a clear break in the text and avoids the problem where formatting can be affected across of a page break.

### Heading 3

#### Heading 4

##### Heading 5

The following section shows some example list styles. Rather than using the tab key, use the styles List Bullet, List Bullet 2. etc:

* List Bullet
* List Bullet 2
* List Bullet 3
* List Bullet

Numbered lists work in just the same way.

1. List Number
2. List Number 2
3. List Number 3
4. List Number

Choose Clear All or Normal in the Styles list to return to Normal text.

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Table 1. Use captions on images and tables

You can use captions on images and tables. Select the table or image, right click and chose ‘Add caption’. Lists of tables and images can the automatically be generated alongside the table of contents as shown in the example above. To update the List of Tables, right click on it and choose ‘Update Field’.

You can access the OPERAs colour palette by using the Theme colours.

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Table . Numbers update automatically