



June 2023 Word Template Update Details

HHS Reports Template

The file name for this template is hhs-reports.

List Bullet Style

The 5/2022 version had a broken List Bullet style. The style was broken because the first level of the list didn't have an indent. It was aligned with Body Text. The List Bullet style now has a .25" indent in the first level.



Broken Bullet List style.

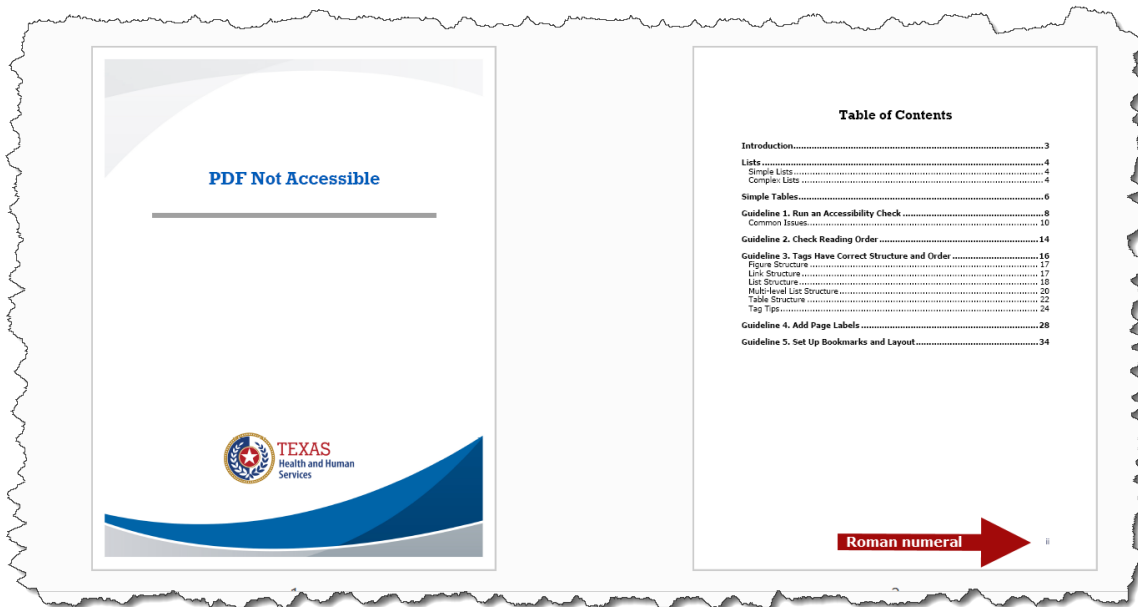
- Orange
- Banana
- Apple

Fixed Bullet List style.

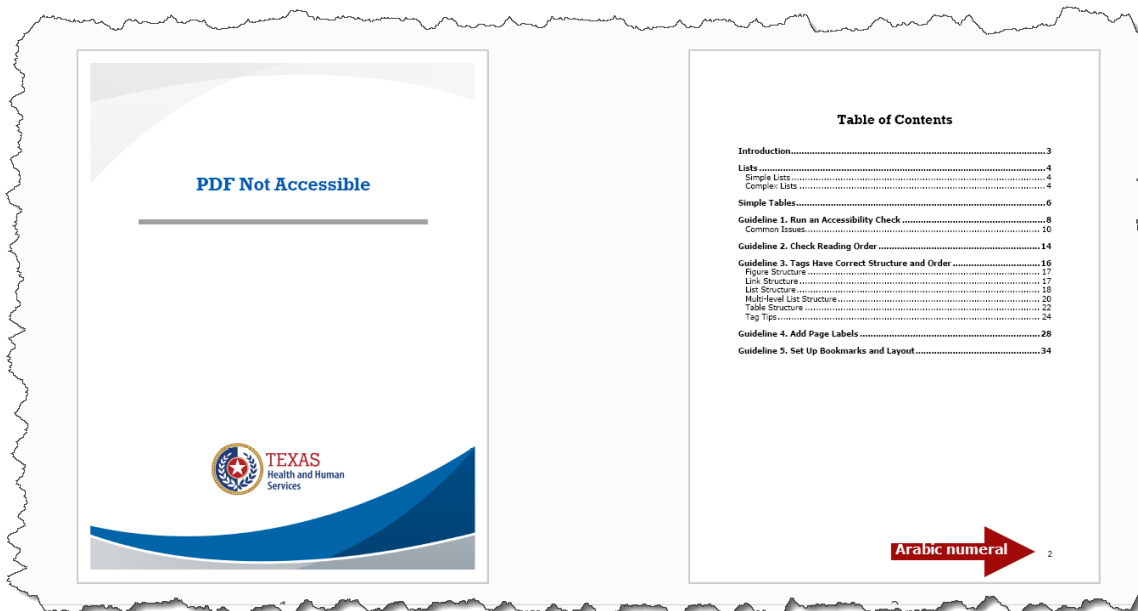
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- Orange
 - Banana
 - Apple

Page Numbers

In the 5/2022 version, the Cover page and Table of Contents used lower-case Roman numerals for page numbers. The Appendices restart numbering with a letter, a dash, and then a number for page numbers. Example: A-1 as its page number.

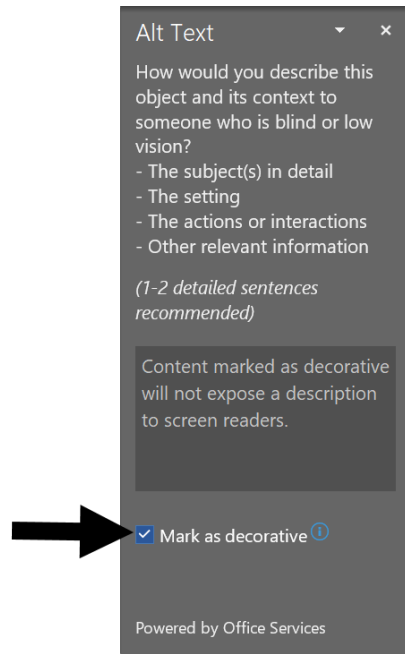


Now, the HHS Reports template page numbers are Arabic numerals (1, 2, 3, and so on) throughout the entire document.



Cover Page

The HHS Reports template previously had cover page graphics with alt text. Now, the image is marked as decorative because the alt text is redundant to the existing text on the cover page.

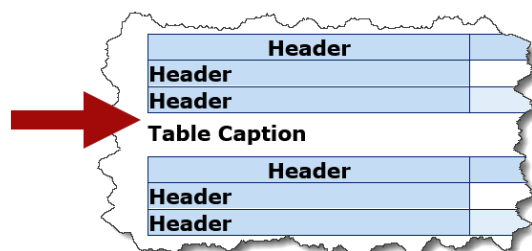


Other HHS Template Updates

On 6/1/2023, the following HHS templates were updated:

- HHS Reports, file name: hhs-reports
- General Design, file name: general-design-1 and so on
- Event, file names: event-invitation and event-agenda
- and Newsletter templates, file name: newsletter-template

The caption style was updated. Previously, space before the caption styles was 3 points. Visually there was not much separation from content before the caption.



Space before the caption style is now 12 points.

