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OR

European Maritime, Aquaculture and Fisheries Fund (EMFAF)

European Commission

European Climate, Infrastructure and Environment Executive Agency

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# Heading 1

**Formatting:** Arial font, 18pt, regular, blue RGB(3, 78, 162); space before: 24pt, space after: 18pt; line spacing: 1.1 lines; text alignment: left; pagination: keep with next, keep lines together, don’t hyphenate; outline level: 1.

If the headings of level 1 should always start on the top of the page, please modify the ‘Heading 1’ paragraph style with the pagination option: page break before.

## Heading 2

**Formatting:** Arial font, 16pt, regular, blue RGB(3, 78,1 62); space before: 18pt, space after: 18pt; line spacing: 1.1 lines; text alignment: left; pagination: keep with next, keep lines together, don’t hyphenate; outline level: 2.

### Heading 3

**Formatting:** Arial font, 14pt, regular, blue RGB(3, 78, 162); space before: 18pt, space after: 12pt; line spacing: 1.1 lines; text alignment: left; pagination: keep with next, keep lines together, don’t hyphenate; outline level: 3.

#### Heading 4

**Formatting:** Arial font, 13pt, regular, blue RGB(3, 78, 162); space before: 18pt, space after: 12pt; line spacing: 1.1 lines; text alignment: left; pagination: keep with next, keep lines together, don’t hyphenate; outline level: 4.

Subtitle 1

**Formatting:** Arial font, 12pt, bold, blue RGB(3, 78, 162); space before: 18pt, space after: 12pt; line spacing: 1.1 lines; text alignment: left; pagination: keep with next, keep lines together, don’t hyphenate; outline level: Body Text.

The paragraph styles ‘Subtitle 1’ and ‘Subtitle 2’ are designed to mark insignificant, non-structural headings. Such text looks like a heading but it is marked as a standard paragraph.

Because ‘Subtitle 1’ and ‘Subtitle 2’ paragraph styles are non-structural headings, they can be used under any of the proper heading levels.

Subtitle 2

**Formatting:** Arial font, 12pt, regular, blue RGB(3, 78, 162); space before: 18pt, space after: 12pt; line spacing: 1.1 lines; text alignment: left; pagination: keep with next, keep lines together, don’t hyphenate; outline level: body text.

# Page geometry

The page geometry for different sections (cover pages, title page, copyright page, content pages) may be different, but the content sections usually must have the same page geometry values.

The following table shows the options chosen for the template content section.

|  |  |
| --- | --- |
| Layout Options | Value |
| Margin top | 3 cm |
| Margin bottom | 2.2 cm |
| Margin left | 3 cm |
| Margin right | 3 cm |
| Header from edge | 1 cm |
| Footer from edge | 1 cm |

# Other elements of the template

## Body text

Formatting of the body text is applied with the paragraph style ‘Normal’.

**Formatting:** Arial font, 12pt, regular, automatic RGB(0, 0, 0); space before: 6pt, space after: 6pt; line spacing: 1.1 lines; text alignment: left.

## Footnote and endnotes

Please ensure that footnote ([[1]](#footnote-1)) and endnote reference numbers are enclosed in brackets. Add a nonbreaking space character before the opening bracket for footnote/endnote reference in the content area. Add a tab character after the closing bracket for footnote/endnote reference in the footnote/endnote area.

## Lists

The template provides 5 predefined lists:

* Dashed list.
* Mixed list.
* Bulleted list.
* Numbered list with indent.
* Numbered list.

**Formatting for list items:** Arial font, 12pt, regular, colour: automatic RGB(0, 0, 0); space before: 4pt, space after: 4pt; line spacing: 1.1 lines; text alignment: left; List label colour: blue RGB(3, 78, 162);

Should you need to update the list labels or the formatting of these predefined lists, you can do it by modifying the corresponding list style.

### Dashed list

Use list style “LIST\_DASHED” or paragraph style ‘List Dash’ to apply this list style.

* List Dash
* List Dash
* List Dash

### Mixed list

Use list style “LIST\_MIXED” or paragraph styles ‘List Mixed’, ‘List Mixed (Level 2)’, ‘List Mixed (Level 3)’, ‘List Mixed (Level 4)’ to apply this list style.

1. List Mixed
   1. List Mixed (Level 2)
      * List Mixed (Level 3)
        + List Mixed (Level 4)

### Bulleted list

Use list style “LIST\_BULLETED” or paragraph styles ‘List Bullet’, ‘List Bullet (Level 2)’, ‘List Bullet (Level 3)’, ‘List Bullet (Level 4)’ to apply this list style.

* List Bullet
  + List Bullet (Level 2)
    - List Bullet (Level 3)
      * List Bullet (Level 4)

### Numbered list with indent

Use list style “LIST\_NUMBERED\_INDENTED” or paragraph styles ‘List Number’, ‘List Number (Level 2)’, ‘List Number (Level 3)’,   
‘List Number (Level 4)’ to apply this list style.

1. List Number
   1. List Number (Level 2)
      1. List Number (Level 3)
         1. List Number (Level 4)

### Numbered list

Use list style “LIST\_NUMBERED” or paragraph styles ‘List Number Nonindented’, ‘List Number Nonindented (Level 2)’, ‘List Number Nonindented (Level 3)’, ‘List Number Nonindented (Level 4)’ to apply this list style.

1. List Number Nonindented
   1. List Number Nonindented (Level 2)
      1. List Number Nonindented (Level 3)
         1. List Number Nonindented (Level 4)

## Pictures

### Pictures inserted in line with text

Figure 1 – Type the figure title here

Type the figure subtitle here

© Type the Copyrights text here.

*Source:* Type the source text here.

Type the caption text here.

### Pictures with text wrapping

The sample image below is inserted with the option ‘Anchored to paragraph’.

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.



© Type the Copyrights text here.

*Source:* Type the source text here.

Type the caption text here.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.

## Boxes

A single-cell table is used as a container for the box. You can combine text, lists and pictures inside the box. Please see the example below.

|  |
| --- |
| Type box title here  © Copyrights  Type your caption text here  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.  Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.  Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.   * Lorem ipsum dolor sit amet, consectetuer adipiscing elit. * Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. * Nunc viverra imperdiet enim. * Fusce est.   Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. |

## Tables

The default table style name is ‘Body Table’ accessible from the Table Design menu. Use paragraph style ‘Table Title’ for the table title paragraph, ‘Table Subtitle’ paragraph style for the table subtitle paragraph and ‘Table Source’ paragraph style for the table source paragraph.

Table 1 – Type the table title here

Type the table subtitle here

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Header cell | Header cell | Header cell | Header cell | Header cell |
| Data cell | Data cell | Data cell | Data cell | Data cell |
| Data cell | Data cell | Data cell | Data cell | Data cell |
| Data cell | Data cell | Data cell | Data cell | Data cell |
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| Data cell | Data cell | Data cell | Data cell | Data cell |
| Data cell | Data cell | Data cell | Data cell | Data cell |
| Data cell | Data cell | Data cell | Data cell | Data cell |

*Source:* Type the source text here.

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1. () Example of footnote. [↑](#footnote-ref-1)