

# Heading 1: Title goes here and spans 2 columns. Master Gardeners Word Template

Style: H1 Subhead. Optional. Read below for pointers on how to use this template

## Heading 2: Using Styles in Word

On the Home tab, click the Styles Dialog Box Launcher, and then click Options (or use shortcut **Alt+Ctrl+Shift+S**). Under Select styles to show, click styles “In current document”. All styles are displayed in the Styles task pane.To style your document, select your text and click on the style you want to use.

Style: Box text

**Troubleshooting TIP**: If your styles are not applying correctly to your text, select your text, and clear all formatting (under the **Home** tab see the text tab “A” with a pink eraser icon. After clearing format, reapply your style.)

Style: Notes

Note: Copy and paste this frame to create additional frames with the same formatting. Use the “Box text” style to format your text.



## Style: Heading 2. About Paragraphs

P1 style: Use this paragraph style paragraph of text after any headline style.`

P2 style: Use this style for all paragraphs following P1 style until you reach another headline.

## Heading 2: Lists

### Heading 3: Below is an example of the “ordered list style”.

1. Style: Ordered list.
2. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem
3. aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas
4. sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem

### Heading 3: Below is an example of the “bullet list style”.

* Style: Bullet list.
* The optimal line length for your body text is considered to be 50-60 characters per line, including spaces.
* Use a 2 column format or wide margins to keep your line lengths optimal

P2 style: Text format with the first line indented. Use this format following a P1 style and continue to use it for body text until the next headline.

**Style: Sidebar Title**

Style: Intense reference. 2 column horizontal flowing box. This is made out of 2 linked text blocks.

**Style: Sidebar P1.** 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. Vivamus a tellus.

Style: Sidebar P2. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

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Style: Sidebar Title

**Style: Sidebar P1.** Sidebars are also used to provide graphic relief to the eye. What that means is that they may be used to break up long boxes of text that become burdensome for the reader and prevent an even flow of reading. They may also be used to catch the eye of the reader as they flip through the printed piece or view it online.

The second paragraph after the title uses style P2.

Style: Sidebar math. Use this style for mathematical equations.

A = B + C

“**Style: Callout**. Grab your reader’s attention with a quote pulled from your article.”

## H2: References

Style: References. Drake, D. J., ed. 2003. Intermountain irrigated pastures and mountain meadows. University of California Cooperative Extension Intermountain Workgroup Publication 01. UCCE Web site, http://cesiskiyou.ucanr.edu/files/122933.pdf.

Orloff, S. B., D. D. Putnam, and R. Wilson. 2008. Maximizing fertilizer efficiency through tissue testing and improved application methods. In Proceedings, 38th Annual California Alfalfa & Forage Symposium and Western Alfalfa Seed Conference. 08-275. UC Alfalfa and Forages website, http://alfalfa.ucdavis.edu/+symposium/proceedings/?yr=2008.

Western Beef Resource Committee. 2002a. Cow-calf management guide and cattle producer's Library. Updated annually. Moscow: University of Idaho Extension.

——— 2002b. Western fertilizer handbook. 9th ed. Long Grove, IL: Waveland Press.

## H2: Mandatory text required at the end UC ANR documents

### H3: Flyers for Educational Programs, “Back Matter”

Style: intense reference. This Nondiscrimination and Affirmative Action policy statement for UC ANR needs to be included with all University of California Division of Agriculture and Natural Resources (UC ANR) flyers pertaining to educational programs only.

#### Style: H4. English:

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at http://ucanr.edu/sites/anrstaff/files/215244.pdf)

Inquiries regarding ANR’s nondiscrimination policies may be directed to UCANR, Affirmative Action Compliance & Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.

#### Style: H4. Spanish:

La División de Agricultura y Recursos Naturales (ANR) de Universidad de California prohíbe la discriminación o el hostigamiento de cualquier persona en cualquiera de sus programas o actividades. (Se puede leer la versión completa de la declaración de política antidiscriminatoria en <http://ucanr.edu/sites/anrstaff/files/215246.pdf> )

Las preguntas sobre la política antidiscriminatoria de ANR pueden dirigirse a: UCANR, Affirmative Action Compliance Officer/Title IX Officer, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343.

### H3: Publications Regarding Program Practices, “Back Matter”

Style: intense reference. This Nondiscrimination and Affirmative Action policy statement for UC ANR needs to be included with all University of California Division of Agriculture and Natural Resources (UC ANR) publications regarding program practices.

#### Style: H4. English:

The University of California, Division of Agriculture and Natural Resources (UC ANR) prohibits discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a U.S. veteran.

UC ANR policy prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment. UC ANR policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to any of its programs or activities.

UC ANR is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment and/or participation in any of its programs or activities without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University’s equal employment opportunity policies may be directed to: UCANR, Affirmative Action Compliance and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1343. Email: [jsafox@ucanr.edu](mailto:jsafox@ucanr.edu).   
Website: <http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/>.

*This policy statement supersedes the UC ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices dated July 2013.*

#### Style H4: Spanish:

La División de Agricultura y Recursos Naturales de la Universidad de California (UC ANR) prohíbe la discriminación u hostigamiento de cualquier persona empleada por o en busca de empleo con la Universidad por razones de raza, color, origen nacional, religión, sexo, género, expresión de género, identidad en función del género, embarazo (inclusive parto y condiciones médicas relacionadas con el embarazo o el parto), incapacidad física o mental, estado de salud (casos de cáncer o de características genéticas), información genética (inclusive historial médico familiar), ascendencia, estado civil, edad, preferencia sexual, ciudadanía, condición de veterano protegido o por haber prestado servicio militar (según lo define la Ley de Derechos a Contratación y Recontratación de los Servicios Uniformados de 1994 USERRA), así como servicio en el ejército estatal o en la Fuerzas Navales.

La política de la Universidad prohíbe represalias contra cualquier empleado o persona en cualquiera de sus programas o actividades por presentar una queja por discriminación o acoso sexual en conformidad con esta política. Esta política también prohíbe contra una persona que ayude a alguien con una queja por discriminación o acoso sexual, o participe de cualquier manera en la investigación o resolución de una queja por discriminación o acoso sexual. La represalia incluye: amenazas, intimidación y/o acciones adversas relacionadas con el empleo o con cualquiera de sus programas o actividades.

UC ANR es un empleador que ofrece igualdad de oportunidades y acción afirmativa. Todos los solicitantes calificados serán considerados para empleo, sin importar la raza, color, religión, sexo, origen nacional, discapacidad, edad o condición de veterano protegido.

Style: Sidebar Title

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The second paragraph after the title uses style P2.

Style: Sidebar math. Use this style for mathematical equations.

A = B + C

La política de la Universidad se propone concordar con las disposiciones de las leyes estatales y federales procedentes. Las preguntas sobre las políticas de igualdad de oportunidades de empleo de UC ANR pueden dirigirse a: UCANR, Affirmative Action Compliance Officer and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) Website: <http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/>.

*This policy statement supersedes the UC ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices dated July 2013*

Style: Table and Figure Title

Style: Sidebar Title

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A = B + C

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| **Style: Table header row** | **Style: Table header row** | **Style: Table header row** |
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Table style: Master Gardeners 1

Style: Table and Figure Title

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| Style: table text | Style: table text | Style: table text |

Table style: Master Gardeners 2