Margins and Subsection Indentation Alignment per DM 0100-001 Requirements

1. SECTION

Use Arabic numerals followed by a period; i.e., 1., 2., 3., etc. Per DM 0100-001, Section 3i(2). Left-hand margin alignment per DR/DM/DN/DG templates.

Section Heading: Margin alignment settings are left indent of 0" with a hanging indent of .25" (1/4").

Section Text: Set both margin alignment sliders to .25" (1/4").

a. First Level Subsection

Use small letters of the alphabet followed by a period; i.e., a., b., c., etc. per DM 0100-001, Section 3i(3). Left-hand margin alignment per DR/DM/DN/DG templates.

Subsection Heading: Margin alignment settings are left indent of .25" (1/4") with a hanging indent of .31" (5/16") - set bottom slider to .56" (9/16").

Subsection Text: Set both margin alignment sliders to .56" (9/16").

(1) Second Level Subsection

Use Arabic numerals in parenthesis; i.e., (1), (2), (3), etc. per DM 0100-001, Section 3i(4). Left-hand margin alignment per DR/DM/DN templates.

Subsection Heading: Margin alignment settings are left indent of .56" (9/16") with a hanging indent of .31" (5/16") - set bottom slider to .88" (7/8").

Subsection Text: Set both margin alignment sliders to .88" (7/8").

(a) Third Level Subsection

Use small letters of the alphabet in parenthesis; i.e., (a), (b), (c), etc. per DM 0100-001, Section 3i(5). Left-hand margin alignment per DR/DM/DN/DG templates.

Subsection Heading: Margin alignment settings are left indent of .88" (7/8") with a hanging indent of .31" (5/16") - set bottom slider to 1.19" (1-3/16").

Subsection Text: Set both margin alignment sliders to 1.19" (1-3/16").

(1) Fourth Level Subsection

Use Arabic numerals underlined; i.e., 1., 2., 3., etc. per DM 0100-001, Section 3i(6). Left-hand margin alignment per DR/DM/DN/DG templates.

Subsection Heading: Margin alignment settings are left indent of 1.19" (1-3/16") with a hanging indent of .31" (5/16") - set bottom slider to 1.5" (1-1/2").

Subsection Text: Set both margin alignment sliders to 1.5" (1-1/2").

(a) Fifth Level Subsection

Use small letters of the alphabet underlined; i.e., a, b, c, etc. per DM 0100-001, Section 3i(7). Left-hand margin alignment per DR/DM/DN/DG templates.

Subsection Heading: Margin alignment settings are left indent of 1.5" (1-1/2") with a hanging indent of .31" (5/16") - set bottom slider to 1.81" (1-13/16").

Subsection Text: Set both margin alignment sliders to 1.81" (1-13/16").