An OASIS [TCNAME] White Paper

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Automatically Generated Text

This template uses fields from the document Properties to automatically generate text.

Title

The Document Title is generated on the Title page and in the Document Header using the text in the Title field. To change the Title field go to File>Properties and click the Summary tag. Then insert the Document title in the Title field. If the text doesn't automatically update on the Title page, select the text and press F9.

Author

The Author text on the Title page displays the text entered into the Author field.

Date

The Date updated in the Document Footer can be changed by selecting File>Properties and click on the Custom Tab. Scroll down and select Date Completed and then enter the date in the Value field. You can enter the date in any legal date format such as 8/09/05. The date in the footer will always display in the international format: 10 August 2005.

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Heading 1 (starts new page)

Body Text automatically starts after Heading tags. Press Enter only one time after each paragraph. The space between paragraphs will be automatically inserted.

This is a new paragraph. Each time you press Enter the Body Text style is automatically selected.

Heading 2

To view the styles in MS Word, select Format>Styles and Formatting. Select “Available styles” from the Show drop-down at the bottom of the Styles menu so that you only see styles used in this template.

Case Study Header

Case study text. Within a major US corporation there was a long running, increasingly spiteful rivalry between two senior executives, one male, the other female. The woman tried to undermine the man by faking an e-mail, purportedly from him, making derogatory remarks about her. The other directors suspected foul play and hired IT forensics specialists from a Big Four firm to retrieve evidence from mail servers and PCs to establish what really happened. Eventually, the woman’s plot was exposed and she resigned before the matter got to court. The investigation took six weeks and cost over US$200,000 in consulting fees alone. The horizontal rule below the text is automatically generated with the case study style.

Heading 3

The Heading 3 style above is automatically followed by the body text style.

Heading 4

This template contains four levels of Heading styles (1 – 4).

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Lists and Emphasis

Bullet Lists

There are two levels of Bullet List styles

- List Bullet generates the 4-dot Gold bullet symbol.
  - List Bullet 2 generates a purple dot.
  - Another Bullet 2
- List Bullet

Numbered Lists

Square Bracket Numbered List

[1] The List Number style creates numbers in square brackets

[2] This is the second entry.

Conventional Numbered List

1. List Number 2 creates a numbered list without square brackets
2. The second numbered item.

Emphasis Styles

There are two emphasis styles. The ***Emphasis*** style is bold italic in Oasis purple. The **Gold** style is bold PKI Gold.

Definitions

Word to be defined Press tab to insert definition. The text will automatically wrap to align with the tabbed text.

Next word If you want the word that you are defining to be bold, then select the word and press Ctrl B.

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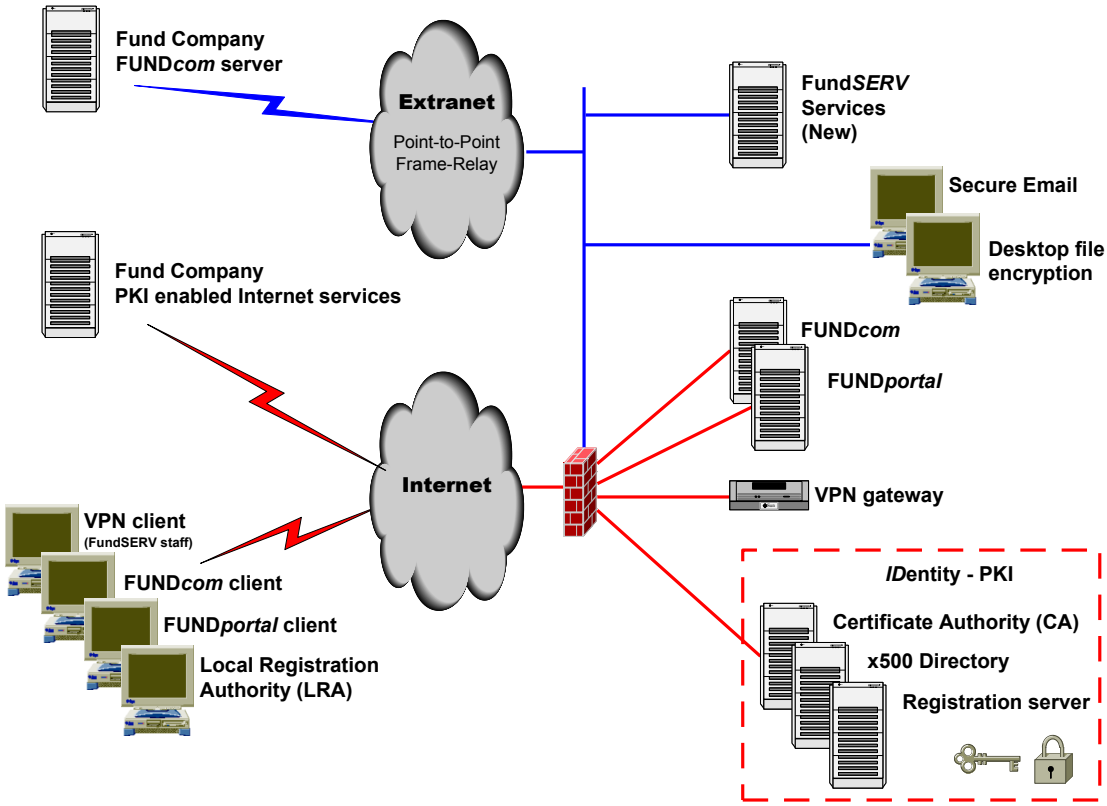
Picture Styles

Pictures should be inserted in line with the text so that they do not wander around. Select the Picture style and then insert the picture.

Services dependant on FundSERV's IDentity PKI environment



The caption style will automatically follow the Picture style

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More Styles

Table of Contents

The Table of Contents is automatically created from the Heading 1 and 2 headings in this document.

To update the Table of Contents, select it and press F9.

Indexes

Indexes

Footnotes

There are two types of Footnotes, Bottom and Endnotes.

Bottom Footnotes

To create a footnote that appears at the bottom of the page, put your cursor at the point where you want to add a footnote and select Insert>Reference>Footnote.[1] Select Footnotes from the Footnote menu and make sure “Bottom of Page” is selected in the drop down menu.

End Notes

To create an End Note footnote, select Insert>Reference>Footnote and then click the EndNote radio button.[i] Make sure that End of Document is selected in the drop down menu.

[1] The cursor will automatically go to the bottom of the page after you select Insert.

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Tables

This template contains two custom table styles. Table Style 1 is a vertical table that can be inserted in text. To use this style select Table>Insert>Table. Select the number of rows and columns that you want. Click Autoformat and then scroll down and select Table Style 1. Make sure that special formatting for the first column, last column and last row are ***unchecked***. A blank table like the one below will appear. Select the whole table by clicking on the small x over the top left corner and pick the style Table Text. When you enter text in the cells, it should look like the text below.

Column One	***Column Two***	***Column Three***	***Column Four***	***Column Five***
Use the style Table Text in a table	Column Two text	Column Three text	Column Four text	Column Five text

Landscape Tables

Landscape tables require a landscape page format. You will see this format on the next two pages. It may seem odd to see the page numbers on the right side, but when you print the document all of the page footers will be in the same orientation.

The page layout and footer info is stored in the Section Break ***after*** the section that it appears in. If you want to insert a landscape page any place in your document, the easiest way to do this is to go to Normal mode (View>Normal), copy the next two section break below and paste the selection wherever you want to insert the landscape page(s). The section contains different odd and even pages so if your table flows to more than one page, the appropriate page layout should be automatically created.

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