


Styles to be used:

Paragraph style:	Based on Windows Normal style	
Name	GG_Paragraph	
Font:	Berlin Sans FB, 11 pt, wit	Paragraph9
Line spacing	1.2	
Paragraph spacing	10 pt after paragraph	Paragraph9
Alignment	Left	
Other	Widow/Orphan control	
Styles for next paragraph	GG_Paragraph	

Title style:	Based on GG_Paragraph style	
Name	GG_Title	
Font:	Century Gothic, 22 pt, small caps, bold, green, with shadow effect	
Line spacing	1.15	
Alignment	Left	
Paragraph-spacing	10 pt after paragraph	
Other	Double line-style paragraph boarder at bottom, one line thicker than the other Widow/Orphan control, Keep with next, Keep lines together	
Styles for next paragraph	GG_paragraph	

Heading1:	Based on GG_Paragraph style
Name	GG_Heading1
Font:	Century Gothic, 16 pt, bold, green (slightly lighter than title)
Line spacing	1.15
Paragraph spacing	10 pt before paragraph 6 pt after paragraph
Other	Widow/Orphan control, Keep with next
Styles for next paragraph	GG_paragraph

Heading2:	Based on GG_Heading1	
Name	GG_Heading2	
Font:	Century Gothic, 14 pt, bold, green (as GG_Heading1))	
Line spacing	1.15	▪ Heading2 Paragraph9
Paragraph spacing	6 pt before paragraph 3 pt after paragraph	
Other	Widow/Orphan control, Keep with next	
Styles for next paragraph	GG_paragraph	

Heading3:	Based on GG_Heading1
Name	GG_Heading3
Font:	Century Gothic, 12 pt, bold, green (as GG_Heading1))
Line spacing	1.15
Paragraph spacing	3 pt before paragraph 3 pt after paragraph
Other	Widow/Orphan control, Keep with next
Styles for next paragraph	GG_paragraph

Heading3
Paragraph

Multi-level Kollys-style	
Name	GG_List
Font:	Berlin Sans FB, 11 pt
Line spacing	1.12
Paragraph spacing	3 pt before paragraph 3 pt after paragraph
Level 1:	Club symbol, light green, against margin, hanging indent at 0.7 cm
Level 2:	Hart symbol, light green, at 0.7 cm, hanging indent at 1.4 cm
Level 3:	Dot symbol, light green, at 1.4 cm, hanging indent at 2.1 cm
Other	No space between paragraphs of the same style Widow/Orphan control, always keep with introductory paragraph on the same page
Styles for next paragraph	GG_List

→ Level1
→ Level2
→ Level3

Table style	Based on Table Web 3
Name	GG_Table
Position on page	Centred
Font:	Berlin Sans FB, 11 pt,
Line spacing	Single
Paragraph spacing	3 pt before en after paragraph
Header row	Berlin Sans FB, 14 pt, dark green, white font, centred, repeat header row across each page, do not allow to break across pages
Total row	Berlin Sans FB, 14 pt, dark green, white font, right aligned
Uneven banded row	Colour – none (page colour), white font, 11 pt, centred
Even banded row	Kleur – green (lighter than header and total row), black font, 11 pt centred
First column	Light green, Berlin Sans FB, 14 pt, black, right aligned
Cells	All text must be vertically centred

	Header-Row			
First-Column	One	Two	Three	Four
	Five			
	Nine			
	Ten			
Total-Row	Total-1			