## Heading 2 (Title)

Intro text (use BodyText)

### Heading 3 (Subtitle(s))

Body text – use for regular text such as the introduction.

* BodyBullet1 – use for regular text bullets.

BodyTextIndent1 – indent under BodyBullet1.

* + BodyBullet2

BodyTextIndent2: Indent under BodyBullet2

* + - BodyBullet3

BodyTextIndent3: Indent under BodyBullet3

### Step by Step Instructions

1. Step1Number: Numbered ordered list – level 1: use for each consecutive step. It is automatically numbered.
2. Step1Number: Numbered ordered list – level 1
   * Step2Bullet: unordered sub points –level 2 indented under Step1-Number
   * Step2Bullet: unordered sub points –level 2 indented under Step1-Number
     + Step3Bullet: Bullet unordered sub points –level 3 indented under level 2
       - Step4Bullet: Bullet unordered sub points –level 4 indented under level 3
3. Step1Number: Numbered ordered list – level 1
   * + - 1. Step2Letter: Letter ordered sub steps – level 5 indented under level 1
         2. Step2Letter: Letter ordered sub steps – level 5 indented under level 1

### Special Tables

A border will be added to Note and Warning tables after importing the topic to CST Cerner Help.

#### Note and Warning Tables - Use PaddedTable Design.

|  |  |
| --- | --- |
|  | **NOTE**: (single note) use full sentences and punctuation. For only one point, use an inline note without bullets |

|  |  |
| --- | --- |
|  | **NOTES**: (multiple points) This example is for multiple notes.   * BodyBullet1 * Avoid having long Note tables. * Consider the placement of a Note box. Avoid placing a Note box between step by step instruction and a screenshot that displays the |

|  |  |
| --- | --- |
|  | **WARNING**: Use full sentences and punctuation. For only one point, use an inline warning without bullets |

|  |  |
| --- | --- |
|  | **WARNING**: (multiple points)   * BodyBullet1: For only one point, use an inline note without bullets * This example is for multiple warning points |

#### Legend - Use CST Table Design

|  |  |
| --- | --- |
| LEGEND | |
|  |  |
|  |  |
|  |  |

### Tables

Use CST Table Design

|  |  |  |
| --- | --- | --- |
| Table Heading | Table Heading | Table Heading |
| Table Text | Table Text | Table Text |
| Table Text | Table Text | Table Text |

### Add Hyperlinks to CST Cerner Help Topics

To add an URL from CST Cerner Help, please see the section, **Select Correct URL to create Hyperlink in Word** in the CST Cerner Help Topic [Request Changes to CST Cerner Help](http://cstcernerhelp.healthcarebc.ca/index.htm#t=About_CST_Cerner%2FRequest_Changes_to_CST_Cerner_Help.htm).

|  |  |
| --- | --- |
|  | **IMPORTANT**:  Avoid using an URL that has extra search criteria inserted to it.  Examples:   * http://cstcernerhelp.healthcarebc.ca/index.htm#rhhlterm=query%20patient%20list&rhsyns=%20&t=Workflows%2FReferrals%2FInternal\_Referral\_with\_Triage\_(Provider%2C\_Nurse%2C\_Allied\_Health%2C\_Clerk).htm * http://cstcernerhelp.healthcarebc.ca/index.htm#t=About\_CST\_Cerner%2FRequest\_Changes\_to\_CST\_Cerner\_Help.htm&rhsearch=request%20changes&rhhlterm=request%20changes&rhsyns=%20 |

### Related Topics

* List related topics (use BodyBullet1)

### Related Positions

* Please list all related positions (use BodyBullet1)

### Key Words

* Key words to assist in search function. There is no need to repeat words in the title of the topic. (use BodyBullet1)