01.12.25

## ****Insert the title of the document here****

**Document subtitle, if required**

Project & Document Information

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| --- | --- | --- | --- |
| Grant Agreement No | 101238251 | Acronym | Shift2Sustain |
| Project Full Name | Shift2Sustain: Driving Behavioural Change in Mobility Towards Sustainability | | |
| Call | HORIZON-MISS-2024-CIT-01 | | |
| Topic | HORIZON-MISS-2024-CIT-01-03 | **Type of action** | CSA |
| Coordinator | TIS – Consultores em Transportes Inovação e Sistemas, S.A. | | |
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| Document Type |  | **Dissemination Level** |  |
| Lead beneficiary |  | | |
| Responsible author |  | | |
| Contractual due date |  | **Actual submission date** |  |

Authoring, Revision & QA Information

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| Deliverable Contributors | |
| Contributor Name | Organisation (Acronym) |
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| Version | **Date** | **Changes** | **Author** |
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| 0.2 |  |  |  |
| 1.0 |  |  |  |
| Quality Control (includes pear & quality reviewing) | | | |
| Date | **Version** | **Name (Organisation)** | **Role & Scope** |
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Glossary of Terms and Acronyms

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| --- | --- | --- | --- |
| Acronym | |  | | --- | |  |  |  | | --- | | Description | |
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List of Project Partners

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| --- | --- | --- | --- | --- | --- |
| Abbreviation | |  | | --- | |  |  |  | | --- | | Full Partner Name | | Country | Role |
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# 1. Introduction

Welcome to this Word template. This template has been designed to support the creation of consistent, professional documents aligned with our visual identity. Throughout this guide, you will be taken through each section as it will appear in your documents, helping you understand how and when to apply each style.

# 2. Title Structure

Titles form the backbone of the document. Here you will find a complete hierarchy that enables you to organise any content without losing clarity.

# Heading 1: For main headings

Its size and colour create a clear visual break in the document, making it ideal for dividing chapters or major sections.

**Heading 2: For sections**

This level helps you structure related content without creating divisions that are too large.

**Heading 3: For subsections**

It improves readability when you need to break down several points within the same section.

#### Heading 4: For detailed introductions

Designed for more specific details within a Heading 3. It allows you to add examples, definitions or further subdivisions in an organised way.

It is typically used for:

* Detailed descriptions
* Lists that relate to a specific point
* Supplementary information within a subsection

From Heading 4 onwards, it is recommended not to subdivide further, to avoid fragmenting the content excessively.

Tip: Always apply these styles from the Word styles panel rather than adjusting sizes or colours manually. This ensures the document remains clean and consistent.

# 3. Lists and Bullets

## Lists allow you to present ideas in a clear and organised way. The template includes several ready-to-use styles.

## 3.1. Bulleted lists

Ideal for listing concepts without a strict hierarchy. For example:

* Example point.
  + Another point.
    - One more to complete the idea.

## 3.2. Numbered lists

Useful when you need a sequence or specific steps:

1. Step one.
2. Step two.
3. Step three.

Both list styles already include consistent indentation and spacing, ensuring everything aligns effortlessly.

# 4. Tables and Data

Table Style 1 (default)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Subcategory** | **Description** | Status | **Notes** |
| Planning | Objectives | Define goals and expected results of the project. | Pending | Adjust according to final range. |
|  | Resources | Identify tools, people, and necessary information. | Current | Confirm availability. |
|  | Schedule | Establish phases and tentative dates. | Pending | Requires initial validation. |
| Development | Activity A | Main task within the process. | Pending | Add technical details. |
|  | Activity B | Complementary or dependent action. | Current | Review dependencies. |
| Revision | Quality Control | Verify that the content meets the established requirements. | Pending | Use internal checklist. |
|  | Settings | Make corrections and optimizations. | Pending | Wait for feedback. |
| Closing | Final validation | General approval of the result. | Pending | Responsible to define. |
|  | Delivery | Prepare and share the final version of the document or project. | Pending | Include editable and final version. |

Table Style 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Subcategory** | **Description** | Status | **Notes** |
| Planning | Objectives | Define goals and expected results of the project. | Pending | Adjust according to final range. |
|  | Resources | Identify tools, people, and necessary information. | Current | Confirm availability. |
|  | Schedule | Establish phases and tentative dates. | Pending | Requires initial validation. |
| Development | Activity A | Main task within the process. | Pending | Add technical details. |
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|  | Settings | Make corrections and optimizations. | Pending | Wait for feedback. |
| Closing | Final validation | General approval of the result. | Pending | Responsible to define. |
|  | Delivery | Prepare and share the final version of the document or project. | Pending | Include editable and final version. |

Table Style 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Subcategory** | **Description** | Status | **Notes** |
| Planning | Objectives | Define goals and expected results of the project. | Pending | Adjust according to final range. |
|  | Resources | Identify tools, people, and necessary information. | Current | Confirm availability. |
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|  | Delivery | Prepare and share the final version of the document or project. | Pending | Include editable and final version. |

5. Charts

If you insert a chart, you can apply the predefined style so that it adopts the colours and fonts used throughout your document.

Examples of charts:

Chart Title 1

Chart Title 2

# Contact

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* [[LinkedIn](https://www.linkedin.com/company/shift2sustain/)](https://www.linkedin.com/company/shift2sustain/)





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