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**SUBTITLE**

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# Heading Level 1

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## Heading level 2

Heading 2 can only be used beneath a Heading 1 or another Heading 2. Use indents to nest body text.

### Heading Level 3

Heading 3 can only be used beneath a Heading 2 or another Heading 3. Use indents to nest body text.

# Lists

Use bulleted or numbered lists:

* Lorem
* Ipsum
* Dolor

# Tables

Make sure that tables include descriptive alt text, a header row, and clearly identify content found in columns and rows.

| Table Heading | Column 1 | Column 2 | Column 3 |
| --- | --- | --- | --- |
| Row 1 |  |  |  |
| Row 2 |  |  |  |

# Links

Avoid using generic text like “read more,” and use underlining only to indicate hyperlinks. Use descriptive text like “read more on the [HR website](https://hr.cornell.edu/),” and be sure to [create a ScreenTip](https://wordribbon.tips.net/T013183_Adding_a_ScreenTip) to identify where the link leads.

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