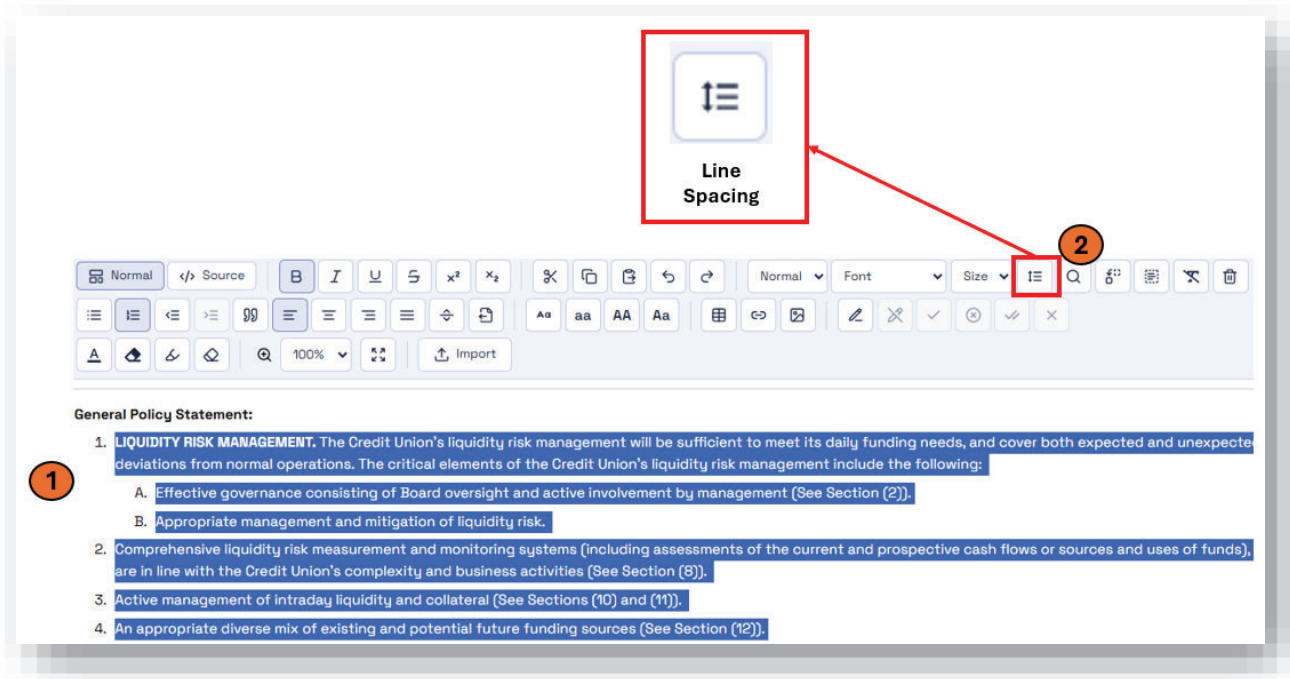


## Spacing Items in a Numbered List

**Note:** A new content editor was added in June 2026. Prior to this, clients spacing items in a numbered list often used SHIFT + ENTER to create double spacing between items in the numbered list. The new editor no longer recognizes SHIFT + ENTER for numbered list spacing and the method below should be followed.

**Note:** It is recommended to take care of spacing as the last step, after all list items are added, positioned correctly, and the preferred style applied.

1. To apply spacing to the entire section of text, click anywhere in the text (without highlighting text). To apply spacing to a specific section of text, highlight the text where you want to apply the spacing.
2. Click the **Line Spacing** icon in the toolbar.



3. The numbers (1.0 – 3.0) can be used to set the spacing of each numbered list item. To add additional spacing between items, use the “**Add Space Before Paragraph**” or “**Add Space After Paragraph**” options.

## Examples:

Line Spacing = 1.0, no spacing between paragraphs:

### General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
  - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
  - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

Line Spacing = 1.0, add space between and after paragraphs:

### General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
  - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
  - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

Line Spacing = 2.0, no spacing between paragraphs:

### General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
  - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
  - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).

Line Spacing = 2.0, add spacing after paragraphs:

### General Policy Statement:

1. **LIQUIDITY RISK MANAGEMENT.** The Credit Union's liquidity risk management will be sufficient to meet its daily funding needs, and cover both expected and unexpected deviations from normal operations. The critical elements of the Credit Union's liquidity risk management include the following:
  - A. Effective governance consisting of Board oversight and active involvement by management (See Section (2)).
  - B. Appropriate management and mitigation of liquidity risk.
2. Comprehensive liquidity risk measurement and monitoring systems (including assessments of the current and prospective cash flows or sources and uses of funds), that are in line with the Credit Union's complexity and business activities (See Section (8)).
3. Active management of intraday liquidity and collateral (See Sections (10) and (11)).
4. An appropriate diverse mix of existing and potential future funding sources (See Section (12)).