**Letterhead template / basic Word template**

Headings in Arial Rounded, 16-32pt, blue

**Where this isn’t available use Arial Bold**

Body copy – Arial 11-12pt, colour ‘automatic’ (black)

Use **Arial Bold** to highlight key information. Don’t use underlining.

**Blue text** can also be used to highlight areas of text.

**Green text** is less legible so only use this where the text is large enough to read easily.

* Bullet points
  + Bullet indent