# Use this Template

1. Read the instructions.
2. Use “Save As” to save a copy of your new document.
3. Delete the instructional text.
4. Start typing!

# When to Use the Basic Template

Use a basic template when drafting an application, instructions or guidelines. It can be used as a bulletin or basic newsletter. In short, the basic document template may be used for most documents created by the Agency of Natural Resources. Caveats to this rule-of-thumb include official memos, letters, reports, or documents in landscape orientation. These documents have their own specific templates.

# Headings

Use Franklin Gothic Demi Condensed or Franklin Gothic Demi for all headlines, sub-headlines, captions, footnotes and disclaimers. These are preformatted in the Style bar above.

# Font for the Body of the Document

Use Palatino Linotype font for body copy. Suggested font size is 11 or 12. This also includes font inside a table, excluding the table headers.

# Other Guidelines

## Styles

Attempt to use the programmed styles listed in the Styles bar in the ribbon above. Modifications are permitted as long as the text meets font branding standards.

## Font Colors

Please avoid using colored fonts. Often times font colors are difficult to read, especially for visually impaired readers.

## Using Bold and Other Emphasis Fonts

Please avoid using too many emphasis fonts, such as bold and italics. Highlighting too much text decreases the effectiveness of emphasizing specific instructions or information.

## Logos

The Moon Over Mountains (MOM) is our primary logo. Do not create a new logo for your program or team. The Chief Marketing Officer’s office has advised that in order to promote Vermont in a stronger way, we are to place the MOM logo at the top of our documents. If you wish to have a specific logo for your program or division based on the MOM logo, please contact the ANR Communications Coordinator to have one created.

If you are collaborating on a project and wish to include the logo of another department, please confer with the ANR Communications Coordinator to determine the best way in which to arrange the logos, based on State of Vermont branding standards.

# Questions?

Contact the ANR Communications Coordinator for help with brand standards, formatting, and document guidelines.