Enter Department Name – Garamond 12 Regular

Enter Document Name – Arial 16 Bold

Begin Body of Document – Garamond 12pt regular, **bold** or *italic*

**Tips for a Campus-Wide Consistent Look:**

1. Use **Arial 14pt Bold** for Headings
2. Use **Arial 12pt Bold** for Sub- Headings
3. Use **Garamond 12pt Bold** for emphasis
4. Please do not edit the header or footer.
5. Ensure that all body text remains in line with “Southern Arkansas University Tech” at the top of this page.
6. When building forms, extend the line to the right edge of the typing area.

**Example:**

**Use:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instead of:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_

**Thank you for your part in maintaining brand consistency at SAU Tech!**