# WORD QUICKSTART GUIDE

### Getting started

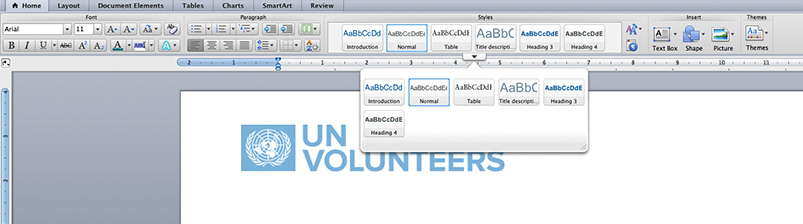
When first downloading or installing the template please ensure this is placed in your   
“my templates” folder to ensure that this appears as an option every time you open Word.   
This template will not replace the default blank template.

### Fonts

The font used within the UN Volunteers Templates is Arial. The does not require a licence   
to be held. Please ensure your have the font downloaded before using the template. As many computers will substitute in another font without updating the name shown.

### Selecting a Font Style

The fonts are set within the templates with suggested headings in place. However, to select   
the correct font style, please use the Quick Style options.



The table overleaf is a quick guide to the fonts to be used throughout documents. The sizing shown shows the Font size / Line spacing / Before space / After space.

|  |  |
| --- | --- |
| FONT TYPE | FONT DETAILS |
| Body | Arial / 11pt / Multiple at 1.3 / 0pt / 18pt |
| Bullet numbered | Arial / 11pt / Multiple at 1.3 / 0pt / 18pt  Indentation 1.27cm / Hanging 0.63cm |
| Bullet – list | Arial / 11pt / Multiple at 1.3 / 0pt / 18pt  Indentation 1.27cm / Hanging 0.63cm |
| Bullet - paragraph | Arial / 11pt / Multiple at 1.3 / 0pt / 18pt  Indentation 1.27cm / Hanging 0.63cm |
| Title | Arial / 48pt (Bold) / Multiple at 0.95 / 0pt / 0pt  (Colour: Blue) |
| Heading 1 | Arial / 32pt (Bold) / Multiple at 1.1 / 0pt / 0pt (Colour: Blue) |
| Heading 2 | Arial / 22pt (Bold) / Multiple at 1.15 / 0pt / 12pt  (Colour: Grey) |
| Heading 3 | Arial / 11pt (Bold) / Multiple at 1.3 / 0pt / 0pt  (Colour: Blue) |
| Heading 4 | Arial / 11pt (Bold) / Multiple at 1.3 / 0pt / 0pt  (Colour: Grey) |
| Introduction | Arial / 13pt) / Multiple at 1.3 / 24pt / 24pt  (Colour: Blue) |
| Subtle Emphasis | Arial / 11pt (Italic) / Multiple at 1.3 / 0pt / 0pt  (Colour: Grey) |
| Emphasis | Arial / 11pt (Italic) / Multiple at 1.3 / 0pt / 0pt  (Colour: Blue) |

### Colours

GREY

R:113 G:120 B:125

COOL GREY

R:127 G:151 B:171

BLUE

R:0 G:127 B:194