**Segoe UI Semibold 16pt, 1½ bottom Paragraph Border**



GBPL Logo at end of line

Green fill for Handouts

White fill for Activity Sheet

Height: 0.80; Width: 0.68

Use CMYK version for printing

**Section Header (Segoe UI 12pt, Bold)**

Body Text (Segoe UI 11pt).

Helpful to put in text box with no outline to easily move it around the page.

**Text/Highlight Box & Images**

Used to highlight a particular area in an image or to include text next to animage

Segoe UI 11pt, bold. Black border (unless color is needed – colors that match GBPL’s theme are preferred), 1pt outline, no fill

Position > With Text Wrapping > In front of text

**ALWAYS** put images **In front of text** so you can move them freely throughout your document

Images should have a **border** (Black, ¾ to 1pt outline)



Margins can be custom (No more than 1’’). Narrow is preferred.

Footer uses blank three column format in Segoe UI 9pt for Author Initials, Gail Borden Public Library District, and Month/Day/Year document was last updated.

**Example**

**Chrysanthemum**