Professional Document Tips

Fonts:

Use only one or two fonts (typeface)

A Serif Typeface, such as Times New Roman, should be used for printed documents and most bodies of text

A Sans-Serif Typeface, such as Arial, should be used for documents viewed on a computer or screen, and for titles and headings

Font size – 12 point font is standard; avoid using fonts smaller than 10 point; headers & titles are generally larger with a traditional range of 16 – 24 points

Distinguish text with font effects:

UPPERCASE or SMALL CAPS highly emphasize text, but use sparingly

Italics reduce visibility of less significant text such as subtitles; may also indicate spoken word

Bold fonts draw attention to more important text such as section headings and titles

Underline or italicize titles of complete works such as books or periodicals; use double quotation marks for parts of a work such as article titles or chapter names

Use headings, tables, & bulleted lists: Quickly communicates information to the reader

- Use at least 1.15 line spacing to increase readability
- White space is a clean face; crowded pages are difficult to read
- Use Columns when applicable, they are easier to read quickly

- Standard margins are 1 inch all around
- Don’t justify text to right margin, use Align Text Left
- Insert a Table of Contents if applicable
- Utilize built in styles and color themes for MS Office 2007 & 2010 documents

<table>
<thead>
<tr>
<th>Easy to read</th>
<th>Difficult to read</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 1.15 line spacing</td>
<td>Single line spacing</td>
</tr>
<tr>
<td>More white space</td>
<td>Crowded pages are difficult to read</td>
</tr>
<tr>
<td>Different shades of one color</td>
<td>Many Different Colors</td>
</tr>
</tbody>
</table>