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

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

Body Text (Segoe UI 11pt)

**Text/Highlight Box & Images**

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

Segoe UI 12pt, Red border (unless red blends into color, then use black), 1 ½pt 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, 1 ½pt outline)



Margins can be custom (No more than 1’’). Standard is Moderate sized.

Example

Chrysanthemum

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