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| DOCUMENT TYPE | September 12, 2016 |

Title

Subtitle

Headline

Notice there is a paragraph break between a headline and text. All body text should be in Corbel regular 12 point with 1.15em leading. Text is flush left. Paragraphs are not indented but separated by one line space. Bold, italics or capital letters are not used as emphasis in the body of the text unless required by typographical rules. For example, titles of publications like *The New York Times* should be in italics.



Full width images at the top of a page should be set one inch from the top and should have one line space of blank space above and below it. Full width images in the middle of a page should have one line space above.

* Example point of a bulleted list to be used for highlighted points. Proper bulleted lists will wrap and indent on the next line.
* Example point of a bulleted list to be used for highlighted points.
  + Example of a sub-bullet

Headline

There should be two line spaces above sub-subheads and one line space between a sub-subhead and paragraph text.

Smaller photos should 3 inches in width and aligned to the right with the text wrapping to the left of the image. Images should have at least one line space above and below to ensure the page doesn’t appear crowded.

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Headline

Subhead

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Sub-subhead

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**Callout Box – position to the right of relevant content with a one inch margin to the right of the callout box.**

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Subhead

Sub-subhead

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