# Heading one style for this document

Heading designations in a document are an organizational and accessibility feature. Headings help identify sections of a document. Heading levels help the reader recognize the levels of importance within a document. Short documents should have one Heading One.

## Heading two style

Other headings identify and highlight other main ideas within a document

### Heading three style

This document is using 12 point Times New Roman for Normal text. The Headings also are Times New Roman at 18 point, 16 point and 14 point.

The footer information is 7.5 point Arial. The vertical separators are 50% black.

The co-brand is PNG format. To change, select and activate the first header. Right click on the image and pull down to Change Picture. Navigate to your co-brand and select.

The second and subsequent pages have Page x of y in the lower left footer.