

# GUIDELINES FOR DVCA DOCUMENTS


## Purpose:

To add consistency and to ease the conversion of documents to the web, the following guidelines are suggested.

## Style Guidelines

1. Font: Times Roman
2. Main Title: All CAPS. Bold and center. 12 pt to 16 pt.
3. Subtitles: Mixed case. Bold and left aligned or centered. 12 pt.
4. Body: 12 pt
5. Include Footer: 10 pt. italicized  
Example: See footnote below.
6. Number pages.

## How to Create Footers in Word

1. On the menu bar, click on **View**.
2. Click on **Headers and Footers**.
3. A box will appear at the bottom of the page.
4. Click inside the box to activate your cursor.
5. Type in your contents.
6. To close the footer, click on  Close.
7. To reactivate the footer to add more information, click on any text in the footer.

## How to Number Pages in Word

1. On the menu bar, click on **View**.
2. Click on **Headers and Footers**.
3. Double click inside of the footer box area at the bottom of the page.
4. On the Headers and Footers task bar, click on the # icon – the Insert Page Number symbol. The page number will appear.
5. To close the footer, click on Close.

