**Subject or headline goes here**

Short subhead can go here if needed

**Main content area**

Here’s where you’ll add content for your document. Be sure to keep sentences short and use language that’s easy to read. Please use Verdana or Arial font size 11 or 12 for maximum readability.

**Section headers can be bold**

Content should be broken up into sections as it makes sense to do so. Remember that bullet lists can help people better read and understand key information:

* Please use square bullets
* Bullet lists should written as concisely as possible
* Keep bullet line spacing open so each point is easy to read

**Other resources**

You can add images or illustrations as needed. Please do not copy images from Google or other websites. Only purchased or properly licensed images – or those used with permission – should be used in materials.

Please see Word tutorials on how to insert and format images:

* [Insert pictures](https://support.office.com/en-us/article/Insert-pictures-3c51edf4-22e1-460a-b372-9329a8724344?ui=en-US&rs=en-US&ad=US)
* [Change the size of pictures](https://support.office.com/en-US/article/Change-the-size-of-a-picture-shape-text-box-or-WordArt-98929CF6-8EAB-4D20-87E9-95F2D33C1DDE)
* [Crop a picture](https://support.office.com/en-US/Article/Crop-a-picture-14d69647-bc93-4f06-9528-df95103aa1e6)
* [Layout options](https://support.office.com/en-us/article/Use-Word-Layout-Options-to-move-pictures-becff26a-d1b9-4b9d-80f8-7e214557ca9f)
* [Wrap text](https://support.office.com/en-us/article/Wrap-text-in-Word-bdbbe1fe-c089-4b5c-b85c-43997da64a12?ui=en-US&rs=en-US&ad=US)
* Page 2 – if needed
* More text