Ref. Ares(2018)4188258 - 09/08/2018

European Commission

ANNEX:
GRAPHIC REQUIREMENTS

Add document title 1

Add title 2

Table of Contents

How To Use This Document Template 3
Cover page 3
Page set up 3
Headings and subheadings 3
Body text 3
Header 3
Footer 4
Bulleted list 4
Hyperlinks 4
Table of Contents 4

How To Use This Document Template

Cover page

Add the title of the document which should be center aligned. Add any other relevant information if necessary which should be left aligned on the left vertical axe of the EC logo.
The font colour of the title should be **White**.

Page set up

- Top margin: 3.5
- Bottom margin: 2.5
- Left margin: 3
- Right margin: 2.5

Headings and subheadings

The following styles should be used for headings and subheadings.

- Heading 1
  Font type: Verdana
  Font Size: 14
  Colour: R:38, G:54, B:115
- Heading 2
  Font type: Verdana
  Font Size: 11
  Colour: R:38, G:54, B:115
- Heading 3
  Font type: Verdana
  Font Size: 10
  Colour: R:38, G:54, B:115

Do not use capital letters for the headings/subheadings, the format should always be "sentence case", except for abbreviations.

Body text

Font style: Verdana
Font size: 10
Font colour: Gray 80%

Header

The header should include the EU flag and the reference text:

- European Commission
- The title of the document
- Font type: Verdana Italic
- Font size: 8

Footer

Add the relevant name of the month and year in the footer which should appear to the left below the line.

- Font type: Verdana Italic
- Font size: 8.
- The page numbers will appear automatically.

Bulleted list

The bullet should be square and the colour should be Black. For reference please see list under "Headings and subheadings". To apply the style of the list, select "List Bullet 2" from the "Style" drop down menu.

Hyperlinks

By default the hyperlinks will appear in blue (colour coder: R:26, G:63, B:124), no underline.

Table of Contents

This template is complete with Styles for a Table of Contents. From the **Insert menu**, choose **Reference**, then **Index and Tables**. Click on the tab **"Table of Contents"**. In the "Format" box, select "From template".

Electronically signed on 09/08/2018 16:41 (UTC+02) in accordance with article 4.2 (Validity of electronic documents) of Commission Decision 2004/563