**NOTE:** This template includes font styles and headings to be used for job aids and other reference documents posted as related content within processes on the <https://researchadmin.asu.edu/> site.

The following instructions are for your reference. After reviewing them, please delete this note and the instructions, and begin creating a job aid or a reference document.

Job Aid Template:

When creating a job aid or a reference document using this Word template, follow the [Content Formatting Guide](https://researchadmin.asu.edu/content-formatting-guide) of the <https://researchadmin.asu.edu/> site.

Utilize the six fonts from the Styles toolbar of this template, which correspond to the Normal text and five Headings outlined below as well as in the [Content Formatting Guide](https://researchadmin.asu.edu/content-formatting-guide).

If pasting text from other sources – use the Paste Special step, and select the Unformatted Text option to preserve and maintain the default font settings of this template.

Please use the following fonts and styles in a job aid or a reference document, in line with the [Content Formatting Guide](https://researchadmin.asu.edu/content-formatting-guide) of the <https://researchadmin.asu.edu/> site:

Heading 2 – Verdana, Size 14, Bold, Underlined

Heading 3 – Verdana, Size 11, Bold, All Caps

Heading 4 – Verdana, Size 11, Bold

Heading 5 – Verdana, Size 10, Bold

Heading 6 – Verdana, Size 10, Bold, Italicized

Normal – Verdana, Size 10