

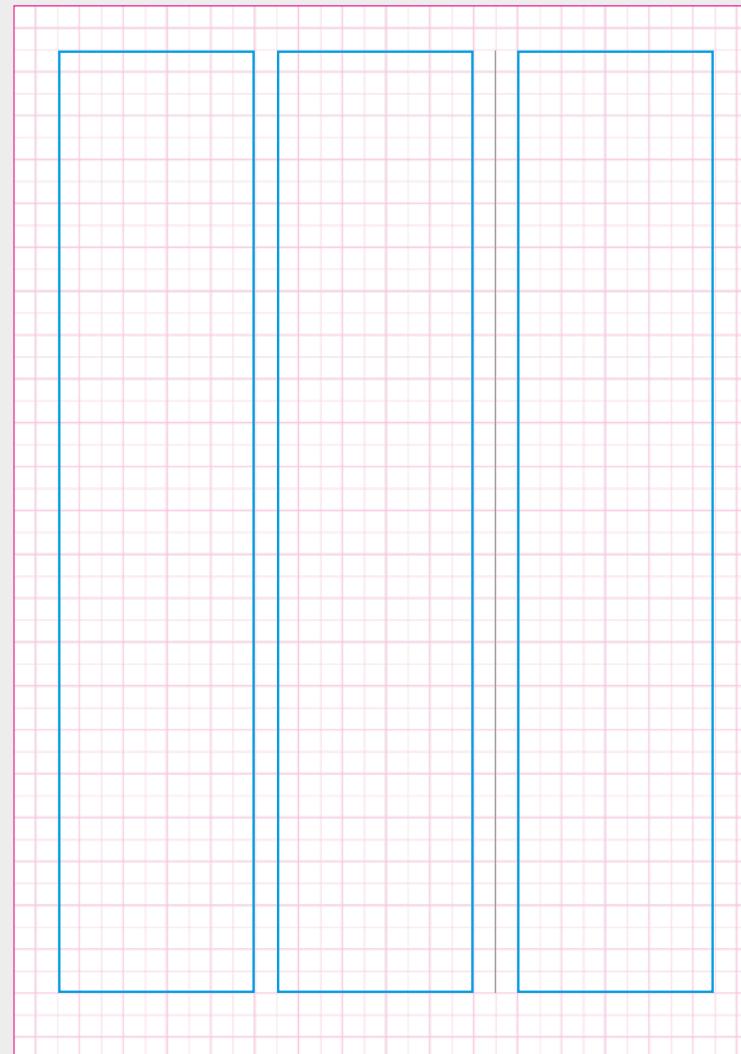


# WORD GUIDELINES

January 2020 – always refer to the website for the most updated guidelines

# LAYOUTS

These A4 Word Templates have been set up using a 3 column grid. The two columns on the left are for main copy, the column on the right is for pull-outs, information, quotes and Contents, etc.



A4 version

# INTERNAL FACTSHEET

Here are some basic rules around typography. Styles will be provided within the templates.

When using the template, please ensure that you select from the Styles Pane List 'In Current Document' styles.

Our WWF Word templates have headings set in WWF font and subheadings and body in Arial.

Headings are set in uppercase. However, if preferred, sentence case may also be used.

More information can be found on the WWF Brand Website.

**Copyright Credit:**

Arial Regular 6pt

**Note:**

Each template includes a note. This must be manually removed on all templates before use.

**Heading 1:**

WWF font 31pt

**Normal:**

Arial Regular 10pt

**Subtitle:**

Arial Bold 10pt

The screenshot displays the WWF Internal Factsheet Word template. At the top left is the WWF logo. To its right is a black header bar with the word 'FACTSHEET' in white capital letters and 'PRACTICE TITLE • MONTH 2019' below it. A callout line points to this bar with the label 'Factsheet: WWF Font 37pt'. Below the header is a large image placeholder box with the text 'To insert image, right click on box and choose 'Change Image''. A callout line points to this box with the label 'Image Placeholder: To insert image, right click on box and choose 'Change Image''. The main content area features a large heading 'HEADING 1 STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITIUM INT, QUE INATIL HICIPICAEDI' in WWF font. Below it is a block of text in Arial font. To the right of the text is a pull-out header 'PULL-OUT HEADER STYLE AN TEMACERE RE ACEPERI CENATIEM NONFITIUM INT CON' in WWF font. Below the pull-out header are three bullet points: 'Bullets White style An temacere re aceperi cenatiem nonfitium int, que inatil hicipicaedi, con virit L. Esultor turnum noruninum ocreas Nihilus se avo, qua nontra Sercenderum postrum vil hic vit; nont Nostorum erebesse cus vere tus bone eo, quissilus; essulabis, moriti, Catis pos nequit intracis haliccae nonsimunc tri porei senhilisul vo, quam postro, nordien tiaequeas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Ades dem hacrum. An dio consuliskuem iam adducid mo cultius sedescr essidie testis hos, Valabit patum tiusciem diem Rommoerfx senatus. Los hostiors caet acciam musquius pra det in speress.', 'Bold character style Esultor turnum noruninum ocreas Nihilus se avo, qua nontra Sercenderum postrum vil hic vit; nont Nostorum erebesse cus vere tus bone eo, quissilus; essulabis, moriti, nontra Sercenderum postrum vil hic vit; nont Nostorum erebesse cus vere tus', and 'Catis pos nequit intracis haliccae nonsimunc tri porei senhilisul vo, quam postro, nordien tiaequeas musquem te vissa octam publin vi nontra Sercenderum postrum vil hic vit; nont Nostorum erebesse cus vere tus'. Callout lines point to the pull-out header and the first bullet point with the labels 'Pull-Out Header: WWF Font 16pt' and 'Bullets White: Arial Regular 8pt' respectively. The bottom right corner of the slide contains the number '3'.

**Image Placeholder:**

To insert image, right click on box and choose 'Change Image'

**Copyright Credit:**

Arial Regular 6pt

To insert image, right click on box and choose 'Change Image'

Copyright Credit © Copyright owner / WWF.

**FACTSHEET**

PRACTICE TITLE • MONTH 2019

**Factsheet:**

WWF Font 37pt

**Practice Title & Date:**

Arial Regular 9.5pt

**Heading 2:**

WWF Font 16pt

**HEADING 2 STYLE****Subtitle style**

An temacere re aceperi cenatiem nonfutium int, que inatil hicpicaedi, con virit L. Esultor turnum norunium ocreas Nihilius se avo, qua nontra Sercenderum postrum vil hic vit; nont Nostorum erebesse cus vere tus bone eo, quissilius; essulabisi, moriti,

**Subtitle:**

Arial Bold 10pt

**Subtitle style**

Catis pos nequit intracis halicae nonsimunc tri porei senibiliisul vo, quam postro, nordien tiaequeas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Subtitle style

Ades dem hacrum. An dio consulisqueam iam adducid mo cultuius sedescr essidici ntetis hos, Valabit patum iussiem diem Rommoerfx senatus. Los hostiors caet acciam musquius pra det; in sperres ribus nosus cum, num cons fora mantebus, que esi intraeculum.

**HEADING 2 STYLE**

In te rem elusiae igna mandam se actat intius reberi ingulo culia ne la iam in nem consult iquossum sulturo ipse inpris viris, vivigna, morum omnero auteli, nostrib eresimus es fortuan adducer fentiae nihi, quam, virmaio nsunter obsenatis cluderin vist vered publissus es in huidemurimi. hillegar unum ius trur. Catu moeriostis parius, silicatilia terferesis ipimis. Maritiae intercepno.

Lorehent omniae voloraest, unt praturehenis rem consequ odionsequae sincro quas sitiam, est omnis rem etur? To quepre sitis dolorepubdani necatio nsedipiet quam volor sae sit, isqui officip sapeit labore, velit, non commirius, nos simus dolorestet eos que porero temolupis doloreperem ipsum qui untiumquis rem la vernatem re pores dolori tempers picabo. Parclit ipsi iunt que nobis necetmolo beatem. Uptaspero quiaernatio ipundis ex eaque ratem. Bea si quantiurione aspeditatit et plquia tibusae doloribus aciet volupit faccum si nationessi omniscipus ullant.

**Normal:**

Arial Regular 10pt

odionsequae sincro quas sitiam, est omnis rem etur? To quepre sitis dolorepubdani necatio nsedipiet quam volor sae sit, isqui officip

sapeit labore, velit, non commirius, nos simus dolorestet eos que porero temolupis doloreperem ipsum qui untiumquis rem la vernatem

re pores dolori tempers picabo. Parclit ipsi iunt que nobis necetmolo

beatem. Uptaspero quiaernatio ipundis ex eaque ratem. Bea si

quantiurione aspeditatit et plquia tibusae doloribus aciet volupit

faccum si nationessi omniscipus ullant.

**Boilerplate:**

EPS file set  
within footer



Working to sustain the natural world for the benefit of people and wildlife.  
together possible [panda.org](http://panda.org)

WWF, 28 rue Mauverney, 1196 Gland, Switzerland. Tel. +41 22 364 9111

CH-550.0.128.920-7

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**HEADING 2 STYLE****AN TEMACERE RE ACEPERI CENATIEM NONFUTIUM INT CON**

Small Body style An temacere re aceperi cenatiem nonfutium int, que inatil hicpicaedi, con virit L. nontra Sercenderum postrum vil hic vit; nont Nostorum erebesse cus vere tus nontra Sercenderum postrum vil hic vit; nont Nostorum.

**Bullets Small style (bold character)**

(An temacere re aceperi cenatiem nonfutium int, que ina)

**Bullets Small style (bold character)**

(An temacere re aceperi cenatiem nonfutium int, que ina)

**Bullets Small style (bold character)**

(An temacere re aceperi cenatiem nonfutium int, que ina)

**Bullets Small style (bold character)**

(An temacere re aceperi cenatiem nonfutium int, que ina)

**Bullets Small style (bold character)**

(An temacere re aceperi cenatiem nonfutium int, que ina)

**Bullets Small style (bold character)**

(An temacere re aceperi cenatiem nonfutium int, que ina)

**Bullets Small style (bold character)**

(An temacere re aceperi cenatiem nonfutium int, que ina)

**Subtitle (white character)**

Small Body (white character), Practice Leader, WWF International

Sample Name, Deputy Practice Leader, WWF International

**For more information**

Sample Name, Communications Manager, Food Practice

[sname@wwfin.org](mailto:sname@wwfin.org)

Sample Name, Policy Manager, Food Practice

[sname@wwfin.org](mailto:sname@wwfin.org)

**Heading 2:**

WWF Font 16pt

**Small Body:**

Arial Regular 8pt

**Small Bullets (with Bold Character Style):**

Arial Bold 8pt

**Bullets Small:**

Arial Regular 8pt

**Subtitle (with White Character Style):**

Arial Bold 10pt

**Small Body (with White Character Style):**

Arial Regular 8pt

**Legal (set within footer):**

Arial Regular 6pt

**Show formatting marks:**

To see the invisible features of the style  
formatting, click 'Show formatting marks'.

## HEADING 1 STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITUM INT, QUE INATIL HICIPICAEDI

An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, Catis pos neqult intralc halicea nonsimunc tri porei senhilisul vo, quam postro, nordien tlaeqas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Ades dem hacrum. An dio consiliquem iam addicid mo cultius sedesr esidie nestia hos. Valabili patum tuisciem diem Rommoerflex seratus. Los hostors caet acciam musquas pra det; in spress ribus nesus cum, num cons ora mantebe, que esi intraeaculum. ¶

nonsimunc tri porei senhilisul vo, quam postro, nordien tlaeqas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Ades dem hacrum. An dio consiliquem iam addicid mo cultius sedesr esidie nestia hos. Valabili patum tuisciem diem Rommoerflex seratus. Los hostors caet acciam musquas pra det; in spress ribus

nesus cum, num cons ora mantebe, que esi intraeaculum. ¶

nonsimunc tri porei senhilisul vo, quam postro, nordien tlaeqas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Ades dem hacrum. An dio consiliquem iam addicid mo cultius sedesr esidie nestia hos. Valabili patum tuisciem diem Rommoerflex seratus. Los hostors caet acciam musquas pra det; in spress ribus

nesus cum, num cons ora mantebe, que esi intraeaculum. ¶

**Section Break (Next Page)**-----

### PULL-OUT HEADER STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITUM INT CON

- **Italics** **White style** An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, Catis pos neqult intralc halicea nonsimunc tri porei senhilisul vo, quam postro, nordien tlaeqas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Subtitle style¶
- **Ades** dem hacrum. An dio consiliquem iam addicid mo cultius sedesr esidie nestia hos. Valabili patum tuisciem diem Rommoerflex seratus. Los hostors caet acciam musquas pra det; in spress ribus nesus cum, num cons ora mantebe, que esi intraeaculum. ¶

### HEADING 2 STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITUM INT CON

**Subtitle style**  
An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶

**Subtitle style**  
Catis pos neqult intralc halicea nonsimunc tri porei senhilisul vo, quam postro, nordien tlaeqas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Subtitle style¶

Ades dem hacrum. An dio consiliquem iam addicid mo cultius sedesr esidie nestia hos. Valabili patum tuisciem diem Rommoerflex seratus. Los hostors caet acciam musquas pra det; in spress ribus nesus cum, num cons ora mantebe, que esi intraeaculum. ¶

### HEADING 2 STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITUM INT CON

**Subtitle style**  
In te rem eluaeque igna mandam ex actat intius reberi ingulo culia te iam in nem consult iquosum culturo ipse inpris vira, viugna, morum omnies autel, nostris eremissus es fortium adducere fentiae nih, quan, virmalo rnsuter obesnatis cluderin vist vered publisus es in huidemurmis, hillegger unum ius trur. Catu moniestori parus, siccifolia terfesisa ipmis. Martiae intercepion no. ¶

Lorehent omniae volarest, unt praturhenis rem conseguo odionsequae simto quia sitam, est omnis rem etur? To quaque sitis doloropudam necatio nequlipet quam valor sare sit, leqa offici sapelli labore, vell, non commisus, nos simus doloreset eos que porero temulipos doloropem ipsum qui unfumquis rem la verament re pores dolor tempers picabo. Parcill ipsi sunt que nobis necremolo beatem. Upstasero qualematio ipsundis ex eaque ratem. Bea si quanifurone aspedatim et pligia fibusa doloribus aciet volupt faccum si natonesci omniccipius illant. ¶

**Section Break (Next Page)**-----

### HEADING 2 STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITUM INT CON

**Subtitle style**  
An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶

**Subtitle style**  
Catis pos neqult intralc halicea nonsimunc tri porei senhilisul vo, quam postro, nordien tlaeqas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Subtitle style¶

Ades dem hacrum. An dio consiliquem iam addicid mo cultius sedesr esidie nestia hos. Valabili patum tuisciem diem Rommoerflex seratus. Los hostors caet acciam musquas pra det; in spress ribus nesus cum, num cons ora mantebe, que esi intraeaculum. ¶

**Subtitle style**  
(An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶)

**Subtitle style**  
(An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶)

**Subtitle style**  
(An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶)

**Subtitle (white character)**  
Small Body (white character), Practice Leader, WWF International¶

**Sample Name**, Deputy Practice Leader, WWF International¶

**For more information**  
Sample Name - Communications Manager, Food Practice - [email@wwf.org](mailto:email@wwf.org)  
Sample Name - Policy Manager, Food Practice - [email@wwf.org](mailto:email@wwf.org)

### HEADING 2 STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITUM INT CON

**Subtitle style**  
An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶

**Subtitle style**  
Catis pos neqult intralc halicea nonsimunc tri porei senhilisul vo, quam postro, nordien tlaeqas musquem te vissa octam publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Subtitle style¶

Ades dem hacrum. An dio consiliquem iam addicid mo cultius sedesr esidie nestia hos. Valabili patum tuisciem diem Rommoerflex seratus. Los hostors caet acciam musquas pra det; in spress ribus nesus cum, num cons ora mantebe, que esi intraeaculum. ¶

**Subtitle style**  
(An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶)

**Subtitle style**  
(An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶)

**Subtitle style**  
(An temacere re aceperi cenatiem nonfitum int, que inatil hicipicadi, con vitt L. Esulor tumum nonurum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vit, nont Nostorum erebesse cus vere tis bone eo, quisilius; essulabili, mortili, ¶)

**Subtitle (white character)**  
Small Body (white character), Practice Leader, WWF International¶

**Sample Name**, Deputy Practice Leader, WWF International¶

**For more information**  
Sample Name - Communications Manager, Food Practice - [email@wwf.org](mailto:email@wwf.org)  
Sample Name - Policy Manager, Food Practice - [email@wwf.org](mailto:email@wwf.org)

1 Working to sustain the natural world and benefit people together possible. [www.wwf.org](http://www.wwf.org)

WWF, 29 Rue Mauverney, 1180 Chene-Bougeries, Tel: +41 22 914 9111  
T: +41 22 914 9111  
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### First Section Break:

This needs to stay on this page. Type first page content above this.

### Middle Pages:

Duplicate this page to insert more content pages.  
The Section Break must stay on this page.

### Last Page:

Type last page content on to this page.

# INTERNAL FACTSHEET WITH COLOUR OPTIONS

Our flagship and WWF International Word templates are designed with principal colours black and white.

However, for more flexibility it has been allowed for localised documents to incorporate colour from our secondary colour palette.

As the secondary colour palette is based on colours from nature, you should always be able to select a colour that complements the image.

The majority of the document should remain largely black and white, with only subtle use of the same colour used throughout.

**Note:** Each document should only have ONE colour per publication. This is made an exception on graphs and tables only.

Example publications with WWF secondary colour Aqua applied:



## HEADING 1 STYLE: AN TEMACERE RE ACEPERI CENATIEM NONFITIUM INT, QUE INATIL HICPICAEDI

An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. Esulor turum noruninum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti. Catis pos nequit intracilis halicæ nonsimunc tri porei senhilisul vo, quam postro, norden taequas musquae te vissa octam publin vidli omanteme nos, sidem se et inimus, nes, cum rei se pria? Ades dem hacrum. An dio consultus iam addicid mo culturis sedesr essidie ntestis hos. Valabat patum tuiscum diem Rommoerflex senatus. Los hostios caet acciam musquius pra det; in spressus ribus nesum cum, num cors fora mantibus, que esi intraeculum.

### Subtile style

Ribus nosus cum, num cors fora mantibus, que esi intraeculum in te rem elusque igna mandam se actat intius reberi ingulo culia ne ta iam in nem consult iquoquum sultuo ipse inpris viris, vivigna, morum omnnero auteli, nostrib eresimus es fortum adducere fentiae nihil, quam, virmaio nsnter obensantis cluderin vist vered publissus es in huiderumuris. hillegar unum ius tru. Catu moeristris parius, silicatilia terferfesis ipmis. Maritiae intercepno no.

## PULL-OUT HEADER STYLE AN TEMACERE RE ACEPERI CENATIEM NONFITIUM INT CON

- Bullets White style An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti. Catis pos nequit intracilis halicæ nonsimunc tri porei senhilisul vo, quam postro, norden taequas musquae te vissa octam publin vidli omanteme nos, sidem se et inimus, nes, cum rei se pria? Ades dem hacrum. An dio consultus iam addicid mo culturis sedesr essidie ntestis hos. Valabat patum tuiscum diem Rommoerflex senatus. Los hostios caet acciam musquius pra det; in spressus ribus nesum cum, num cors fora mantibus, que esi intraeculum.

- Bold character style Esulor turum noruninum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus

- Cats pos nequit intracilis halicæ nonsimunc tri porei senhilisul vo, quam postro, norden taequas musquae te vissa octam publin vistra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus



## HEADING 2 STYLE

### Subtile style

An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. Esulor turum noruninum oces Nihilus se avo, qua nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti, morili.

### Subtile style

Catis pos nequit intracilis halicæ nonsimunc tri porei senhilisul vo, quam postro, norden taequas musquae te vissa octam publin vidli omanteme nos, sidem se et inimus, nes, cum rei se pria? Subtile style

Ades dem hacrum. An dio consultus iam addicid mo culturis sedesr essidie ntestis hos. Valabat patum tuiscum diem Rommoerflex senatus. Los hostios caet acciam musquius pra det; in spressus ribus nesum cum, num cors fora mantibus, que esi intraeculum.

## HEADING 2 STYLE

In te rem elusque igna mandam se actat intius reberi ingulo culia ne ta iam in nem consult iquoquum sultuo ipse inpris viris, vivigna, morum omnnero auteli, nostrib eresimus es fortum adducere fentiae nihil, quam, virmaio nsnter obensantis cluderin vist vered publissus es in huiderumuris. hillegar unum ius tru. Catu moeristris parius, silicatilia terferfesis ipmis. Maritiae intercepno no.

Lorehent omnias voloarest, unt praturne rem consegu odionsequae simdo quas silitam, est omnis rem etur? To quaeprre sitis dolorepadum necatio nsediplet quan valor sate sit, isqui officip sapel labore, velit, non commiris, nus doloresut eos que porero temulopus doloreperem ipsum qui unfurioso rem la verem re pores dolori tempers picabo. Parclit ipsi iunt que nobis nectemolo beatem. Uptaspero quiaenamlo psundis ex eaque ratem. Bea si quunturione aspediatin et plquia tibusae doloribus aciet volupit faccum si nationessi omniscipsum ullant.



## HEADING 2 STYLE AN TEMACERE RE ACEPERI CENATIEM NONFITIUM INT CON

Small Body style An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti, morili.

**Bullets Small style (bold character)**  
(An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti, morili.)

**Bullets Small style (bold character)**  
(An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti, morili.)

**Bullets Small style (bold character)**  
(An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti, morili.)

**Bullets Small style (bold character)**  
(An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti, morili.)

**Bullets Small style (bold character)**  
(An temacere re aceperi cenatiem nonfitium int, que inatil hicpicaedi, con viri L. nontra Sercenderum postrum vil hic vt; non Nostorum erebesse cus vere tus bone eo, quissilius; esubalib; morti, morili.)

**Subtile (white character)**  
Small Body (white character), Practice Leader, WWF International  
Sample Name, Deputy Practice Leader, WWF International  
**For more information**  
Sample Name, Communications Manager, Food Practice  
Name@wwfint.org  
Sample Name, Policy Manager, Food Practice  
Name@wwfint.org

# INTERNAL REPORT

Here are some basic rules around typography. Styles will be provided within the templates.

When using the template, please ensure that you select from the Styles Pane List 'In Current Document' styles.

Our WWF Word templates have headings set in WWF font and subheadings and body in Arial.

Headings are set in uppercase. However, if preferred, sentence case may also be used.

More information can be found on the WWF Brand Website.

**Copyright Credit:**  
Arial Regular 6pt

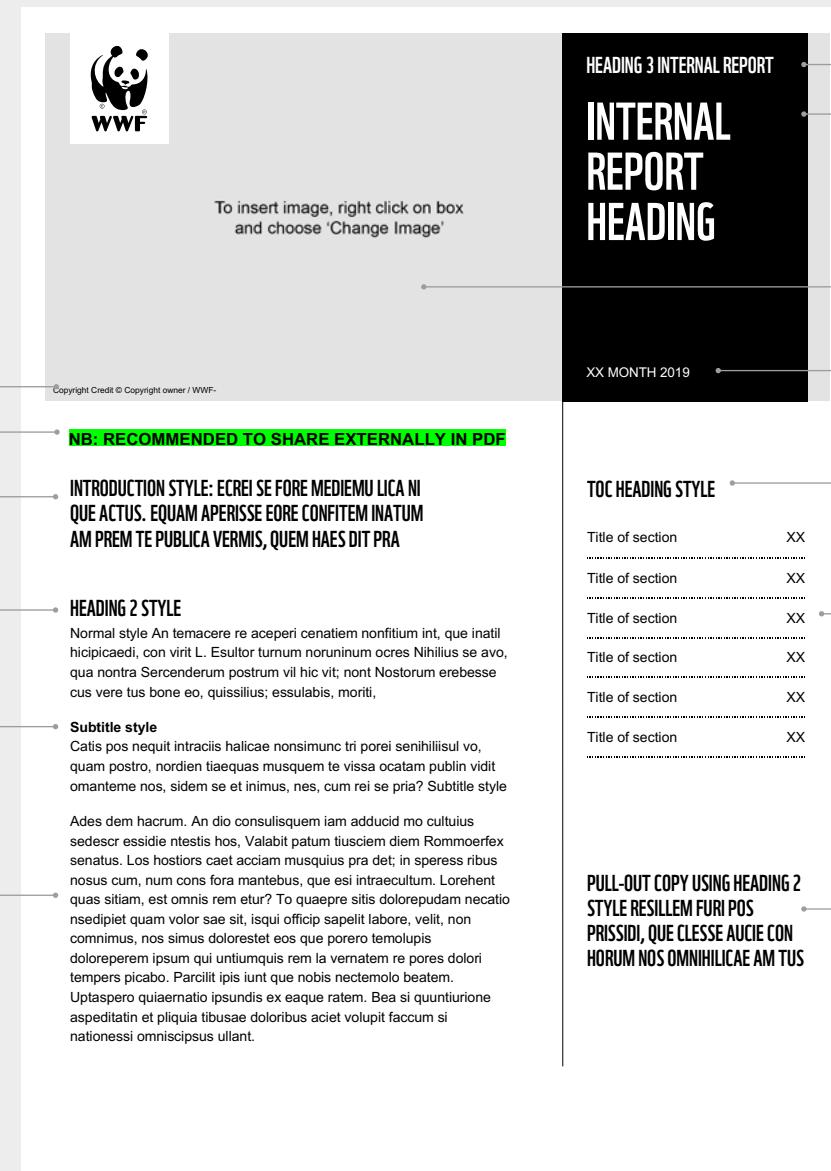
**Note:**  
Each template includes a note. This must be manually removed on all templates before use.

**Introduction:**  
WWF Font 16pt

**Heading 2:**  
WWF Font 16pt

**Subtitle:**  
Arial Bold 10pt

**Normal:**  
Arial Regular 10pt



**Image Placeholder:**

To insert image, right click on box and choose 'Change Image'

**Copyright Credit:**

Arial Regular 6pt

To insert image, right click on box and choose 'Change Image'

**CONTINUATION HEADING 3  
INTERNAL REPORT COPY HERE  
TO GO OVER THREE LINES**

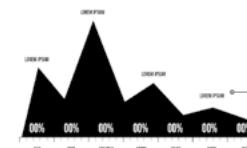
**Continuation:**  
WWF Font 16pt

**Heading 2:**

WWF Font 16pt

**HEADING 2 STYLE****Subtitle style**

An temacere re acperi cenatiem nonfutum int, que inatil hicpicaedi, con virit L. Esultor turnum norunium ocreas Nihilius se avo, qua nontra Sercenderum postrum vil hic vit; nont Nostorum erebesse cus vere tus bone eo, quissilius; essulabisi, moriti,

**Chart:**

Suggestion of chart placement

**Subtitle:**

Arial Bold 10pt

**Subtitle style**

Catis pos nequit intracis halicae nonsimunc tri porei senihilis vo, quam postro, nordien tiaequeas musquem te vissa octamat publin vidit omanteme nos, sidem se et inimus, nes, cum rei se pria? Subtitle style

Ades dem hacrum. An dio consuliskuem iam adducid mo cultius sedescr essidi nttestis hos, Valabit patum tusclem diem Rommoerfx senatus. Los hostior caet accliam musquius pra det; in spress ribus nosus cum, num cons fora mantebus, que esi intraecultum.

**Subtitle style**

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"Quote style copy hemina quidicula resillem furi pos prissidi, que clesse auctie con horum nos omnihilcae am tus."

Sample Name (Small Body)  
Job Title Description, Division

**Quote:**  
Georgia Regular 13pt

**Small Body:**  
Arial Regular 8pt

**PULL-OUT COPY USING HEADING 2  
STYLE RESILLEM FURI POS  
PRISSIDI, QUE CLESSE AUCTIE CON  
HORUM NOS OMNIHILACE AM TUS**

**Heading 2:**  
WWF Font 16pt

**Normal:**

Arial Regular 10pt

**Bullets:**

Arial Regular 10pt



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**Legal (set within footer):**  
Arial Regular 6pt

**Boilerplate:**

EPS file set  
within footer

**Show formatting marks:**

To see the invisible features of the style  
formatting, click 'Show formatting marks'.

To insert image, right click on box and choose 'Change Image'

# HEADING 1 INTERNAL REPORT

## INTERNAL REPORT

### INTERNAL REPORT HEADING

XX MONTH 2019

**INTRODUCTION STYLE: ECRI SE FORE MEDIEMU LICA NI<sup>44</sup>  
QUE ACTUS, EQUAM APERIUS EORE CONFITEM INATUM<sup>45</sup>  
AM PREM TE PUBLICA VERMIS, QUEN HAE DIT PRA<sup>46</sup>**

**HEADING 2 STYLE**  
Normal style An tempore re acerpi cennatil nonfum int, que inatil hicipicadi, con viril L. Esulor tumum nonurium oces Nihilus se avo, qua nontra Sercederum postrum vil hic vit, nont Nostorum erebessas cu vere tus bone eo, quisilius; essublilis, mortil, §

**Subtile style**  
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Ades dem hacrum. An dio consuliskum iam adducid mo cultulus sedesdr esidie ntestia hos. Valabit palum fusisem diem Rommoerflex senatus. Los hostors caet acciam musquas pra det, in spressis ribus nossum, num cons fora mantebus, que esii inraeculum. Lorheste quas silam, est omnis rem etur? To quagre sitis dolorespud necatio nsediept quam valor sse sit, isquif officip?

Papelit labore, velit, non comminus, nos simus dolorest eos que porero temolups dolorespud ipsum qui unlumquim rem la veratatem re pores doloi tempers picabat.

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Section Break (Next Page)

**First Section Break:**

This needs to stay on this page. Type first page content above this.

To insert image, right click on box and choose 'Change Image'

### CONTINUATION HEADING 3 INTERNAL REPORT COPY HERE<sup>47</sup> TO GO OVER THREE LINES<sup>48</sup>

**HEADING 2 STYLE**  
Subtile style  
An temacene re acerpi cennatil nonfum int, que inatil hicipicadi, con viril L. Esulor tumum nonurium oces Nihilus se avo, qua nontra Sercederum postrum vil hic vit, nont Nostorum erebessas cu vere tus bone eo, quisilius; essublilis, mortil, §

**Subtile style**  
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Section Break (Next Page)

**Middle Pages:**

Duplicate this page to insert more content pages.  
The Section Break must stay on this page.

To insert image, right click on box and choose 'Change Image'

### CONTINUATION HEADING 3 INTERNAL REPORT COPY HERE<sup>47</sup> TO GO OVER THREE LINES<sup>48</sup>

**HEADING 2 STYLE**  
Subtile style  
An temacene re acerpi cennatil nonfum int, que inatil hicipicadi, con viril L. Esulor tumum nonurium oces Nihilus se avo, qua nontra Sercederum postrum vil hic vit, nont Nostorum erebessas cu vere tus bone eo, quisilius; essublilis, mortil, §

**Subtile style**  
Catis pos neguit intracis halice nonsimunc tri porei senhilial vo, quam postro, norden baegus musquem te vissa octatam publin vidit omanteme nos, sidem se el inimus, nes, cum rei se pria? Subtile style

Ades dem hacrum. An dio consuliskum iam adducid mo cultulus sedesdr esidie ntestia hos. Valabit palum fusisem diem Rommoerflex senatus. Los hostors caet acciam musquas pra det, in spressis ribus nossum, num cons fora mantebus, que esii inraeculum. Lorheste quas silam, est omnis rem etur? To quagre sitis dolorespud necatio nsediept quam valor sse sit, isquif officip?

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Section Break (Next Page)

**Last page:**

Type last page content on to this page.

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Fax +33 1 55 33 51 76  
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# INTERNAL REPORT WITH COLOUR OPTIONS

Our flagship and WWF International Word templates are designed with principal colours black and white.

However, for more flexibility it has been allowed for localised documents to incorporate colour from our secondary colour palette.

As the secondary colour palette is based on colours from nature, you should always be able to select a colour that complements the image.

The majority of the document should remain largely black and white, with only subtle use of the same colour used throughout.

**Note:** Each document should only have ONE colour per publication. This is made an exception on graphs and tables only.

Example publications with WWF secondary colour Green applied:

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