# Word template

Use this guide to ensure accessibility and brand consistency.

## Typography

Consistent typography elevates copy to a consistent visual representation or bold UND messages. Different fonts communicate different feelings and perform well when used with a definitive hierarchy.

### Styles

* Use the Styles group on the Home tab.
* Do **not** alter styles.
* This document contains license-free branded typefaces: Oswald Medium, Nimbus Roman No9L and Arial. If these fonts are not already installed on your computer, they are available for download at [Font Squirrel](https://www.fontsquirrel.com/).

## Accessibility

If publishing on the web or sending through an email, please take these additional steps for accessibility. Visit TTaDA’s page on [Accessible Content for Microsoft Word](https://und.edu/academics/ttada/academic-technologies/accessible-content/microsoft-word.html).

Use Word’s built-in **Accessibility Checker**.