

Typography and Layout

Easier to read

More white space

Upper and lower case text

12 point type

Times, Cambria (serif)
NOT Aria, Helvetica (san serif)

Paragraph numbers and headings

Bold text

Single spaced

Page numbers

Harder to read

Dense text

ALL CAPS TEXT

10 point type

Arial, Calibri (san serif)

Underlined text

Double spaced

No page numbers

No paragraph numbers or headings