# Title in “Heading 1” & Align Left

All styles in this document are preloaded into the template under “Style”; always use the dedicated styles and do not adjust the font, size and color.

* DO NOT use black. All text should be FFAR grey, except for hyperlinks, which should be FFAR orange. Do not use green text.
* Use ampersands (&) instead of spelling ‘and’ in all headings.
* Use font style “Body FFAR” for all body text.
* Align text left, do not center text.
* All hyperlinks are underlined and orange. This is already built into the document.
* Reference the Grammar Guide on the [branding page](https://foundationfar.org/ffar-logos-branding/).

Lastly, the Communications & Legislative Affairs Team is always available to help.

## Use “Heading 2” for Subheadings

Body text should be formatted in the style called “Body FFAR.”

### Use “Heading 3” for Smaller Headings

Body text should be formatted in the style called “Body FFAR.”

#### Use “Heading 4” for Smallest Headings

Body text should be formatted in the style called “Body FFAR.”