Monthly Treasury Statement

Receipts and Outlays of the United States Government

October 2017

Photo by: Karen Nutini

Hello!

The purpose of this document is to provide a cover design and styles for the Monthly Treasury Statement. We understand there are limitations with the software used to output the report. When there is the possibility to fine-tune the fonts, we recommend the styles below to offer a structured, professional and clean look to the report.

Font: Arial

Below are the recommended sizes and styles to use in your report. The cover design and styles are exempt from this guidance.

Headline 1 [Arial, 22 points, black]

Headline 2 [Arial Bold, 18 points, black]

Headline 3 [Arial Bold, 14 points, black]

Body Copy   [Arial, 11 points, black]

Table Header   [Arial Bold, 10 points, black]

Table Copy   [Arial, 10 points, black]

Footnote   [Arial, 10 points, black]

How to Insert the New Cover Design:

(You will need Adobe Acrobat Pro)

1. Open the source file called: **Treas_BFS_MTS_Cover_092517.docx**
2. Edit the new date on the cover page
3. Go to **File** > **Save As** > in **File Format** dropdown > select **PDF** > click **Save** button

   Next….
4. Open the auto-generated MTS report as a PDF in Adobe Acrobat Pro
5. Go to **View** > **Show/Hide** > **Navigation Panes** > **Page Thumbnails**
6. In the left sidebar, click on **Page 1** thumbnail > right click > **Delete Pages**. This will delete the auto-generated cover page 1, be sure you are not deleting a part of the report (E.g. Highlight)

   Next…
7. Go to new cover page, go to **View** > **Show/Hide** > **Navigation Panes** > **Page Thumbnails**
8. In the left sidebar, click on **Page 1** thumbnail > with your mouse, drag the new cover design over Page 1 of the MTS report and let go of your mouse. The new page design should now be Page 1 in the MTS report.
9. **Save**

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