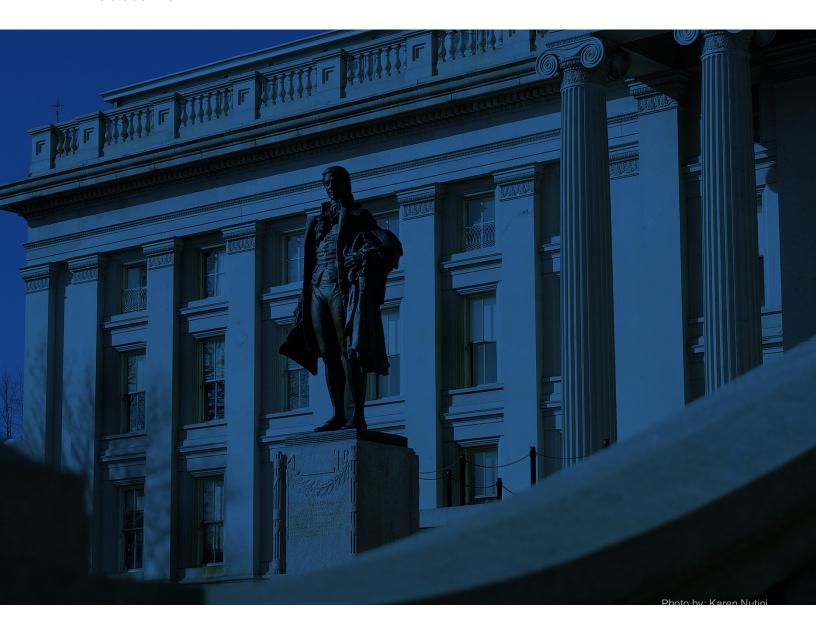
Monthly Treasury Statement Receipts and Outlays of the United States Government

October 2017





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
- 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

For Additional Questions: Justin.Marsico@fiscal.treasury.gov