



Document Formatting Quick Reference

Updated April, 2023

Questions regarding this document?

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How to create a document that follows the City's visual and brand standards

To achieve a document that aligns with the visual aesthetic of the Coquitlam brand and best practices for accessible documents, please use the following tips when creating and formatting documents in Word.

Font, Style and Size

City departments use BC Sans, which consists of three weights (regular, italic, and bold) geared to the office environment. The weights are adjusted for laser printers, and are optimized for display on computer monitors.

BC Sans Regular

abcdefghijklmnopqrstuvwxyz | 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

BC Sans Italic

abcdefghijklmnopqrstuvwxyz | 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

BC Sans Bold

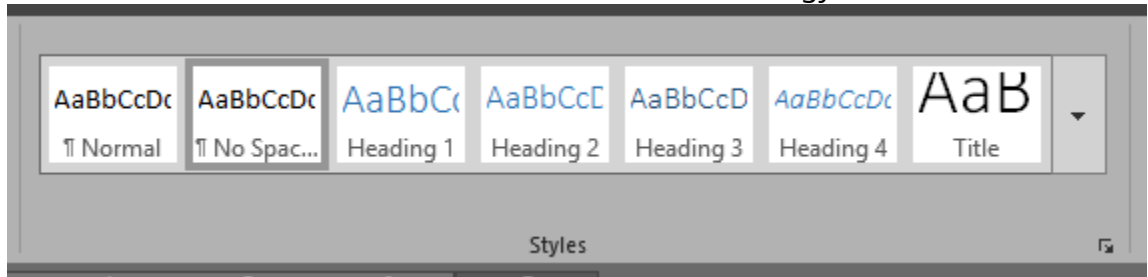
abcdefghijklmnopqrstuvwxyz | 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ

- Headings can be bold for differentiation, do not use ALL CAPS
- Avoid using *italics* on large blocks of text
- Minimum font size for the body of a document is 10pt
- If BC Sans font is not available, the alternate global font is Arial

Titles and Headings

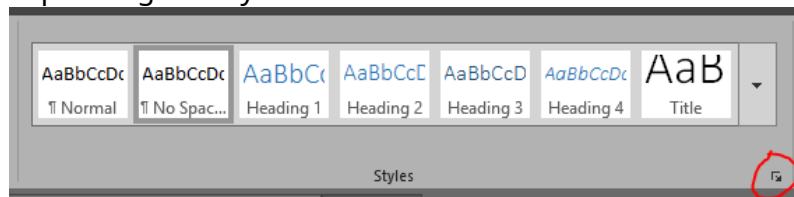
- Titles and headings should be written in Title Case rather than ALL CAPS
- Use the styles that are built into the word ribbon for titles and headings to ensure the metadata of style hierarchy is captured. This ensures that the document is

accessible for screen readers and other assistive technology:

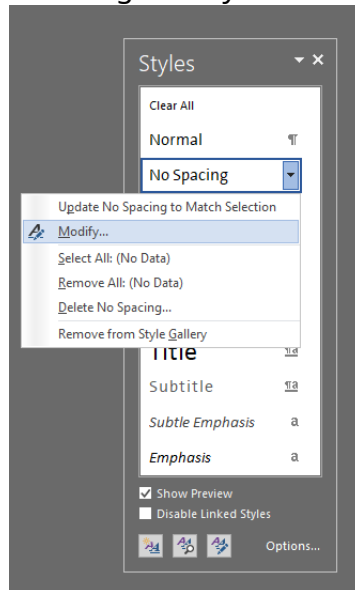


- Once the style is applied, you may manually adjust the font, size , colour or style to adhere to the tips outlined in the font section of this document, or you can modify the default styles to be the correct font by:

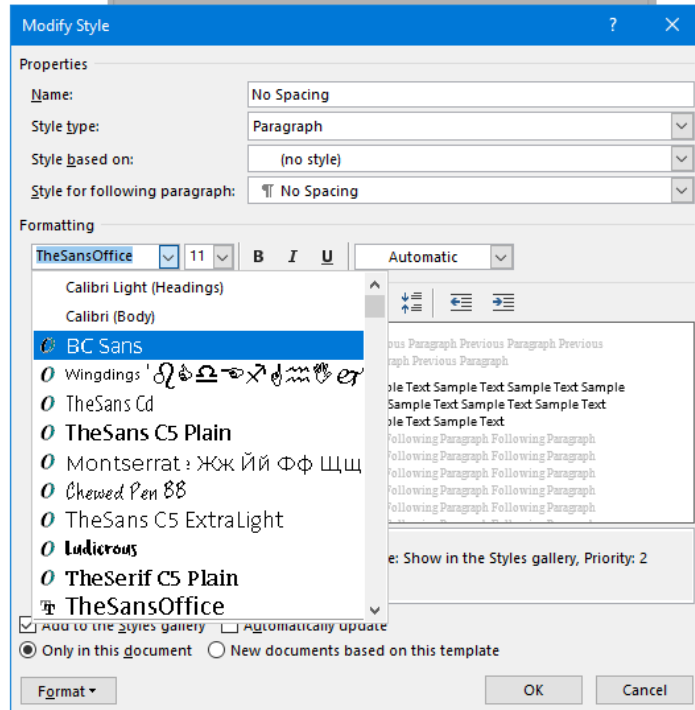
1. Expanding the style:



2. Selecting modify from the drop down



Assigning BC Sans (or Arial) as the default font for the style.



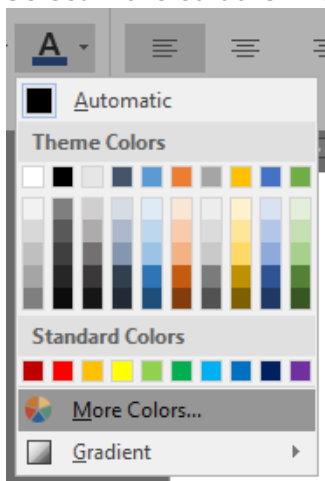
Colours

The City's corporate colours are specific shades of Green and Blue. If you would like to use these colours as an accent within your document, the RGB codes can be added.

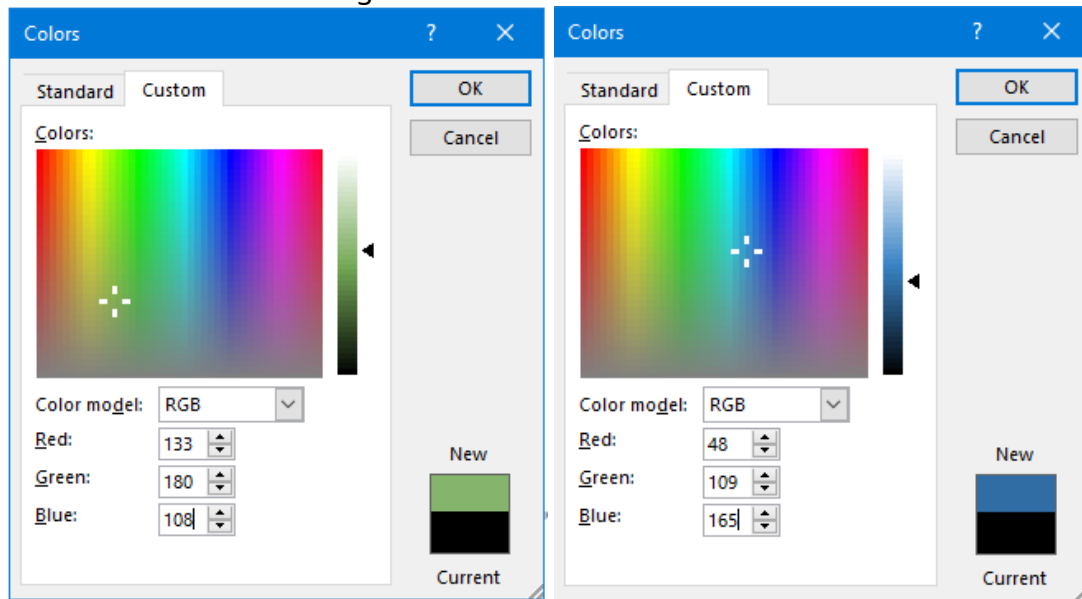
Green	R 133	Blue	R 48
	G 180		G 109
	B 108		B 165

To add the custom colours:

Select more colours in the font colour selection tool



1. Add a custom colour using the RGB values



Additional Resources

- City Writing Style Guide – CEDMS 3275583
- Style Guide Quick Reference – CEDMS 2884453
- Graphic Standards Guide – CEDMS 3855371
- City Logo Use Requirements – CEDMS 4459467
- Indigenous Territorial Acknowledgement – CEDMS 4815090