

## Step by step guide to editing poster one template

1. **Amending text**, text is easily amended as the template is saved in a Microsoft document so can be edited the same way as any word document. Starting at the top with the header and working your way to the footer, add in all your written information. By working this way it should mean that no text section is forgotten and left with stock text, e.g. lorem ipsum or [xxxxxxx@bristol.ac.uk](mailto:xxxxxxx@bristol.ac.uk), etc.
  - **Headline**, this can be the title of the faculty, school, division, etc. or the name of an event.
  - **Main body in bold text**, the bold text can be used to give a brief overview of information you wish to relay, a strapline or logistic details of an event, e.g. time, location, venue, speaker, etc. For times use am and pm, rather than 24 hour clock, and be sure to leave space between the number and letters, e.g. 4 pm.
  - **Main body**, try to keep the main body text to a maximum of 90 words. This should be a concise description, do not overload the poster with text as people are unlikely to take the time to read it. The font size can be made larger if needed, but do not make it smaller than font 12 to fit more in, instead revise your text.
  - **Footer**, add in cost if there is one or leave it as free entry for events. If not promoting a specific event this bit can be removed entirely or repurposed to include another web link if need be. Change tel. no. and email or delete accordingly. The email should not break over two lines, if it does, move it down.  
Change web address
2. **Adding an image**, when choosing and including imagery the identity guidelines should be adhered to on the correct use of imagery [bristol.ac.uk/visualidentity/guidelines/imagery.pdf](http://bristol.ac.uk/visualidentity/guidelines/imagery.pdf). By adding the image before choosing colours from the University's colour palette you can see which colours will work best with your image.
  - Click in the image area to highlight a greyed out image box area
  - Click on *insert* along the top navigation
  - Click on *picture* in the top navigation
  - Choose your picture from your saved files and double click to insert
  - The image should fill the entire space, if extremely large then you can resize, but do not distort image.
  - Image can also be formatted to be made, brighter, darker, more or less contrast, transparent or greyscale.

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3. **Customising colours**, colours need to be chosen from the colour palette in the Identity guidelines. Guidance on how these colours can be used and paired is available here [bristol.ac.uk/visualidentity/guidelines/colours.pdf](http://bristol.ac.uk/visualidentity/guidelines/colours.pdf). The CMYK codes of all the colours are also available so that you can customise the colours in your Publisher template.

- To change the colour of background text click on the greyed out boxed area.
- Right click and then click on the drop down arrow on the *paint pot* that shows in the small formatting tools box.
- Go down and click on *more fill colours*.
- On the colour palette box click on *custom* to add in the codes for the correct colours in the UoB palette.
- Make sure the *colour model box* is showing *CMYK* which is suitable for professional and desktop printing. This should then have four boxes that you can add numbers values in. All the CMYK codes are available in the identity guidelines. Add in the code for the colour you want and click *OK*.
- To change the colour of text, highlight the text you would like to change and follow the same process as above after clicking on the drop down arrow on the *A box*.

Once you have added your custom colours they will appear in the *recent colours* section and you can select from there.

4. **Saving your document**, it is important that your document is suitable to send to a printer. The best way to do this (whether you are printing on your own desktop or sending to print services) is to convert your document to a PDF.
- Save your document in the usual way.
  - Once saved click on the *File* tab in the top navigation again and select *Save as Adobe PDF*. This will convert the document to a PDF which can be saved along with your editable Publisher file.

On completion of designing and saving your poster, contact [print-services@bristol.ac.uk](mailto:print-services@bristol.ac.uk), and a member of the Print Services team will advise you on the next steps to get your poster produced.

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All guidance on the brand can be found at: [bristol.ac.uk/visualidentity/](http://bristol.ac.uk/visualidentity/)

Produced by Internal Communications. For all queries relating to the templates please email [internal-comms@bristol.ac.uk](mailto:internal-comms@bristol.ac.uk)