

Step by step guide to editing Report cover 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 date 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, etc.

- **Date**, write out the month and the year.
- **Title**, this should be the title of your faculty, school, division, research centre, etc.
- **Subheading**, title of document, i.e. annual report, review, etc.
- **Footer**, add address. Change tel. no. and email if you have them. The email should not break over two lines, if it does, move it down. Change web address

Do not change the size of the fonts for this template

2. **Colours**, with this particular template colours should remain as they are displayed in the template, i.e. the stone background and University red and white text.
3. **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, and a member of the Print Services team will advise you on the next steps to get your poster produced.

All guidance on the brand can be found at: bristol.ac.uk/visualidentity/