

Step by step guide to editing report cover two 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. 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. 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 the 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.
3. **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.
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.

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- 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 report cover, contact print-services@bristol.ac.uk, and a member of the Print Services team will advise you on the next steps to get your cover produced.

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