

Step by step guide to editing the newsletter 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. The newsletter template is split into a range of text and image boxes that can be moved and made larger or smaller depending on what is suitable for you. It is recommended that you start editing from the top and work down so as not to leave any *Lorem Ipsum* text in by mistake.

Things to keep fixed

- The logo should remain where it is on both pages
- The date
- The title and name of division (department/school)
- Address and contact details

The other boxes within the rest of the template can be resized and moved so that you can have a layout that suits your needs.

Colours for titles, intro texts and subheadings can be modified to a colour from the guidelines. It is recommended that the general text in the leaflet remains black to make it easy to read.

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. **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. The CMYK codes of all the colours are also available so that you can customise the colours in your Publisher template.

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- To change the colour of the background in the footer click view at the top of the page. Then select master page in the top left. You should now only see logo and the black footer.
- Select the footer by clicking in the blacked out box.
- 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.
- Once complete click Close master page at the top.
- To change the colour of text, highlight the text you would like to change and follow the same process as above, (from third bullet point) 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, 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/