Using Master Pages

Many of the graphic elements that do not need to change frequently are placed in the master page template. To make changes to the master for a particular page, select the page(s) in the “Page Navigation” pane, select the “View” tab in the ribbon, and press the “Master Page” button. To return, press the “Close Master Page” button on the “Master Page” tab in the ribbon.

Working with Images

This template contains placeholders for images. To insert an image, hover over the placeholder. A picture symbol will appear. Click the symbol, and browse to the photo you would like to include.

To crop or adjust an image photo, choose the “Format” tab in the ribbon once the image is placed, then use the various tools provided.

Image Libraries

UNC-Chapel Hill Multimedia Library (http://uncnews.unc.edu/multimedia) – contains free, downloadable photos of campus and classroom scenes, landmarks, student life, faculty and staff portraits, and environmental photos

UNC School of Law logos (www.law.unc.edu/news/mediakit) – contains logo files for the UNC School of Law and law school centers

Editing Text

When editing text, make sure to use the styles listed below by selecting “Styles” from the drop down menu on the “Home” tab on the ribbon.

All text is Times New Roman. Body copy is 10pt. Other styles are:

Organization Name (Use Title style—32pt)

Annual Report 2011-2012 (Use Title 2 style—18pt)

MESSAGE FROM THE DIRECTOR (Use GreenSubHead style—14pt)

SMALL HEADLINE (Use SIDE BAR TITLE style—14pt)

TABLE OF CONTENTS (Use Table of Contents style—11pt)

SMALL HEADLINE (Use GreenSubHead style—14pt—color: white)

Photo Caption (Use Caption style—8pt)

BOARD OF DIRECTORS TITLE (Use BOARD OF DIRECTORS TITLE style—10pt)

Board of Director’s Name (Use Board of Directors style—9pt)