UNC School of Law Publisher Template Instructions & Style Sheet

Event Program – Black and White

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.

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 11pt. Other styles are:

- **Presents** (Use presents style—18pt)
- **Event Title** (Use Title style—32pt)
- **Event Date/Location** (Use dateLocation style—14pt)
- **INTERIOR HEADLINE** (Use BLUESUBHEAD style—14pt)
- **INTERIOR SUBHEADING** (Use GREENSUBHEAD style—14pt)
- **Quote** (Use Quote style—12pt)
- **Quote Attribute** (Use copySmall style—12pt)