



Instructions for using templates

The benefits of using templates

These templates have been created to make it easy for staff of the Australian School of Business to create documents that look professional and through consistency build the branding and positioning of the Australian School of Business.

Using the templates

Two basic document templates have been set up. The first is for basic text documents such as policies or information sheets. The second is designed for creating forms as it has smaller margins and a smaller title, therefore giving more room for the text of the form. All templates have a black only version, with the 'Form' and 'Document' versions also available in colour; select which is appropriate for your purpose.

Step 1

Open the template and then resave file, go to the menu, select file, then save as, give the file a new name. Do this so that you still have the original template file to use again for the next document.

Step 2

The Title of the document/form is located in the header of the file. To change the title on both the first sheet and followers:

- Go to the menu, select View, Header and Footer
- Type in the title (over the existing sample text)
- Using the header/footer tool bar swap to the second header and type in the title again
- Click close on the header/footer tool bar to get back to the main body of the document

Step 3

If you are putting an existing document into the template, then

- Open the existing file and select and copy the text
- Paste the text into the new template document
- Highlight each heading/paragraph etc and then select the appropriate style from the template sample eg heading 1, 2 or 3, body text, bullets, number lists etc
 - You select the style by clicking on the drop down menu on your tool bar (next to the box that shows the font of the text), or you can use the menu, go Format, Style

If you are creating a new document, type in your text within the new saved template document or form and select the styles (as above) as you go.

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Step 4

For tables and form components – see the samples shown in the original templates for how to format them in your new template document or form.

Features

1. Each template has a first page and follower page (if necessary), please make sure you change the title on both headers
2. Each of the styles has paragraph spacing so there is no need for you to add extra lines between paragraphs and before headings.

Note

Please adhere to the styles available as much as possible. Do not change the size and other formatting components, as the aim is to create as much consistency as possible. We have tried to create templates that are flexible in use but will still result in the finished documents being easy to read and looking professional.

Please do not change or modify in any way the standard elements in the document, these are in the headers and footers, including the School name, web site, Cricos code, logos etc.

Saving and Distributing your Document

We recommend that you save your final document as a pdf to distribute. This helps to ensure that the finished format is how it is received and printed. To create a pdf from these files you will need to have the full version of Acrobat installed on your computer. To request a copy of this program please contact the TSG help desk x57300.

Help

If need help with using these templates please contact:

Julie O'Brien, Marketing and Student Recruitment Unit

Tel: 9385 1737 or email julieo@unsw.edu.au