

Best practices for using MS Office templates

This tip sheet has been prepared to guide you through using the templates we have created for the Saint Mary's internal community within the Microsoft Office Suite.

Opening and saving a template file

- Save the template you have selected from the Templates & Guidance pages on smu.ca to your own local computer or SharePoint/OneDrive space.
- After saving, click on the template to open it. This will automatically open a new .docx or .pptx file. This allows the template to maintain its formatting so that you can create a brand-new document from the original template.
- When you are done, you will be asked to save it as a new document without overwriting the original template.

Setting up our brand fonts

- The entire Raleway font family must be installed on your computer to use these templates.
- See smu.ca/brand/templatesandguidance/#collapse373676 to download and install.

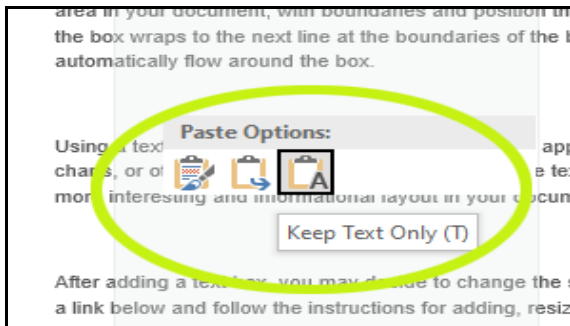


The image shows a screenshot of a web page with two numbered steps highlighted in blue. Step 1 is a list of links: "Video: Adding the Raleway font", "Download the Raleway Font" (circled in green), "Download the Bitter font", "Learn how to install a font on a Windows 10 machine", and "Learn how to install a font on a Mac". Step 2 is a button labeled "Download family" (circled in green) on a page titled "Knowledge" and "FAQ".

Cleaning up your source content

When **copying and pasting** text from another document or website, it is important to remove the previous formatting.

- In Microsoft Word, you can choose Paste Options > Keep Text Only.



- Alternatively, you can copy the text into a **plain text editor** like **Notepad** on Windows or **TextEdit** on a Mac, then copy the text again into the Word or PowerPoint template. Now you can apply the built-in styles.
- It is important to remove the old formatting so that it doesn't accidentally override the template's formatting. Not doing so may disrupt the template's margins, indentations, headings and other elements. Additionally, any styles set up in the original text will be added to the Word styles and create other formatting issues.

Styles in Microsoft Word

To view the styles built into the template, use the following steps.

- In Word, make sure that you have the styles options open. On the **Home** tab, click the **Styles** Dialogue Box Launcher.

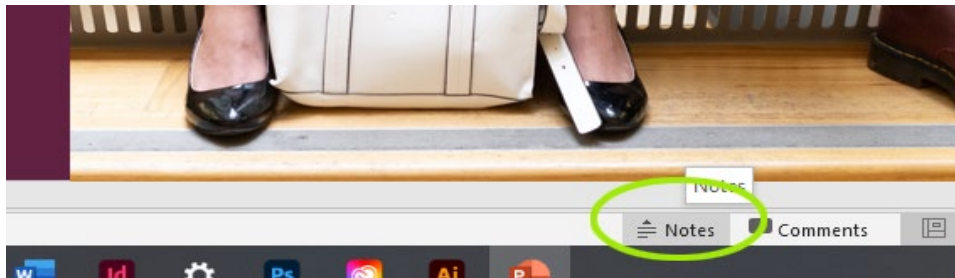


- The **Styles** pane appears. In the lower-right corner of the **Styles** pane, click **Options**.

- Under **Select styles to show**, click **In Use**. The styles used in the template will now show in the dialogue box.
- Styles are set up to allow consistency in the document and elements (headings) are linked to the Table of Contents.

Designing in Microsoft PowerPoint

- We have created templates in PowerPoint for users who would like a quick design and don't have access to other design software.
- There are several design styles in each template. Use only the ones you need and delete the others before saving.
- For guidance as you use the PowerPoint templates, open "Notes" when you begin.



QUICK TIPS:

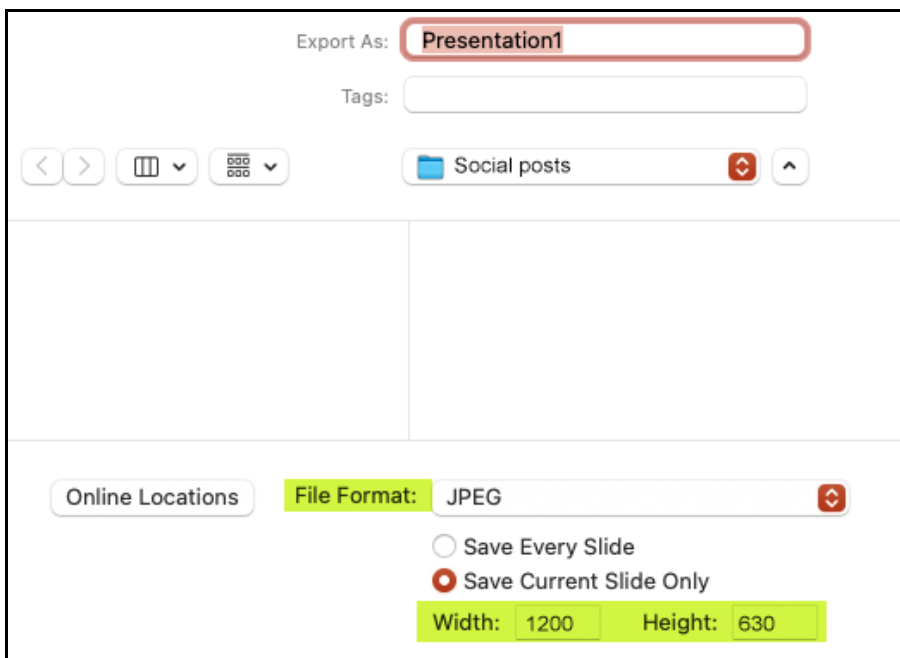
- Keep your text brief on the graphic or poster so that your communication is accessible and your message can be easily consumed. The content will get lost with too much text and your communication won't serve its purpose.
- On a poster, a short URL or QR code can be included to point a reader to more information. As for social graphics, additional text can be added to the text portion of your social post.
- If the title text is too large for the length of the name of your event, initiative or course, consider dropping the text size, or shortening your title.
- To change photos: right-click on the image, choose **Change Picture > This Device** and change the photo to the image that suits your post.

- To save a slide as a **graphic** for digital use when using the social graphic or monitor templates, choose **Save as > File type and choose "JPG" or "PNG"** after you have deleted the other slides that you aren't using. In windows, the file sizes are set to the current pixel dimensions for each social media platform.
- To save a slide as a **poster** when using the poster templates, delete the other slides once you have decided on the design that you want to use, then save your file as a PDF.

⚠ Social template files for Mac users

To save a PowerPoint slide as an image, choose **File > Export > select File Format "JPG" or "PNG"**. Keep "Save Current Slide Only" selected. Ensure the pixel dimensions are as follows:

- **Facebook:** width 1200 x height 630 px
- **Twitter:** width 1200 x height 675 px
- **Instagram:** width 1080 x height 1080 px



A note on posters



The poster templates in Microsoft PowerPoint we have created are intended for a printed promotional poster and **in-office printing only**. If you require a poster for commercial printers, please fill out an **intake request for creative services**.

These posters **should not be used as a digital graphic** shared on social channels, our campus monitors, the Bulletin, or other digital channels. Please use the appropriate social or monitor template for each of these other uses, available within the **Templates & Guidance page** on smu.ca.

For additional support when using these templates, reach out to branding@smu.ca.