

## TEMPLATE INSTRUCTIONS

This template is set up with four text styles. This paragraph, for example, is in Body Text style. The paragraphs directly below are in Bullets style. The line at the top of this column is in Heading 2 style. The title on the cover page is in Heading 1 style.

- To match the formatting of this template when you paste text, first click on the paragraph style you prefer (Open Paragraph Styles in the Type menu). Or, place the text, select portions, and style as desired.
- You may use the photos in this template or replace them with photos from the Images Library, [www.umn.edu/brand/photo-library](http://www.umn.edu/brand/photo-library). In a photo-editing program, crop or resize new photos to 2.9 x 1.9 inches at 300 dpi. If you can't do that, select the template photo you want to replace, choose Place in the File menu. Then choose a new photo and check the box that says "Replace Selected Item."
- If you replace the cover photo change the width of the image to 2.9 inches wide.
- Margins are set to allow everything to line up and fold better. Do not print "fit-to-page."
- The square bullets are a character style. If you don't know how to use character styles, you can copy and paste an existing bullet.



## INSTRUCTIONS, CONTINUED

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UNIVERSITY OF MINNESOTA  
**Driven to Discover<sup>SM</sup>**

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