Main Headline

November 26th, 2018

SUBJECT HEADLINE

Insert your article text here. Continue reading for further instructions on editing this template. If you would like to edit the image above, click and drag an image from your files into the photo frame. The image will then be linked and you will be able to make adjustments as needed. The same instructions apply for any images within the template.

Within the header section, edit the text and design elements as needed - remember to change the date! As for the other elements on these pages, remember to replace the example unit logo and contact info with your own.

Text within the template may be adjusted as needed. Manipulate the restrictions on the text boxes to create more room for images or to select a different brand specific font, such as Gotham.

When saving your file for distribution, navigate to the task bar, select "File," then "Export," and export as a PDF. Adjust the save settings in order to accommodate for size and printing requirements. If you need to send this file to be edited by a colleague, remember that images and logos are linked outside of InDesign. Best practice is to "Package," the file so that linked images and logos are included within the packaged folder to send. You may then compress the packaged folder into a ZIP file which can be sent via email or other venues of communication. Please keep in mind that the size of images you use impacts the size of the files you save. Images may need to be compressed with Photoshop or other photo editing software.

If you have questions or concerns, do not hesitate to contact Institutional Marketing via email at uwmktg@uwyo.edu or visit our website for more information:
www.uwyo.edu/publicrelations/marketing/index.html

HIGHLIGHTS

Feel free to change the heading of this section, as well as its size.

- Here you may choose to place upcoming events, general announcements, quotes, friendly reminders, and more!
- Information on branding standards, fonts available for download and more can be found within our Brand Center. A link to the Brand Center and other resources is on the next page.

(307) 766 - 0000
cowboyjoe@uwyo.edu
uwyo.edu/website

University of Wyoming | Institutional Marketing

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Continue reading below for a few tips you may find handy while utilizing this template.

- Enhance your newsletter by using high quality and eye-catching images. If you are ever in need of University of Wyoming or Laramie area specific images take a look through our Photo Database (bit.ly/uwyophotovideo). If you do not yet have access to the database, please fill out our request form: bit.ly/UWprojectrequest

- Images within this template have been cropped to fit the columns as you seem them now. Feel free to adjust the crop as needed. To adjust the crop or simply manipulate the image frame. To move the image within the frame, double click the image and manipulate the brown transform box. Hold "Shift," to maintain the aspect ration when resizing the image.

As with all Adobe Creative Suite products, there is always more to learn. An assortment of user guides and tutorials for InDesign can be found here: https://helpx.adobe.com/support/indesign.html. You can also always enter a search term into the search box at the top right, be sure to click the drop down menu first in order to search Adobe Help.

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In this section, you may choose to add additional article text, or possibly feature a new/honored staff member. This template is built upon a two-column format, columns may be copied, moved or arranged as needed!

To add a page to this document, simply navigate to "Layout," in the taskbar, hover over "Pages," and select "Add Page." You may then copy and paste segments from previous pages and fit them within the margins.

Other helpful links:

- Brand Center: bit.ly/uwyobrandcenter

The UW Brand Center houses a variety of templates, campaign and branding guides, photo and video resources, and more!

- Logos & Signatures: bit.ly/uwyologos

Review the new Marketing Standard Administrative Policy and Procedure and download your unit's logos and signatures.

IMPORTANT DATES

Event Title

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