Quick-Start Guide to Using the Communication Templates

Adding and Formatting Text

Follow the guidance below when inserting your text or content into one of the communication templates.

HOW TO ADD TEXT:

1. Place the cursor where you want to add your text or select the text you want to replace.

2. Start typing or paste* in new text.

HOW TO FORMAT TEXT:

1. Select the text you want to format, or place your cursor at the beginning of the text line.

2. In the **Styles** group on the **Home** tab, click the drop-down for options.

3. Click to select the desired Toolkit style you want to apply.

* Copy & Paste: If you need to copy text content from another document or source, it MUST be pasted as plain text only. To do so, right click, then select paste option "keep text only."

When simple copy and paste is used in Word, Word unpredictably keeps background code on formatting, which can interfere with the formatting used by our templates.

Changing an Image

You can replace an image or logo in any communication template with one of your own.

HOW TO CHANGE A PICTURE:

1. Click an image you want to replace. This selects the image.

2. Go to the **Picture Format** tab, and then click **Change Picture**.*

3. Select **From a File...** to locate a new image.

4. Select the image you want to use, then double-click to place it into the template.

You can also right-click a selected image for quick access to the **Change Picture option.*
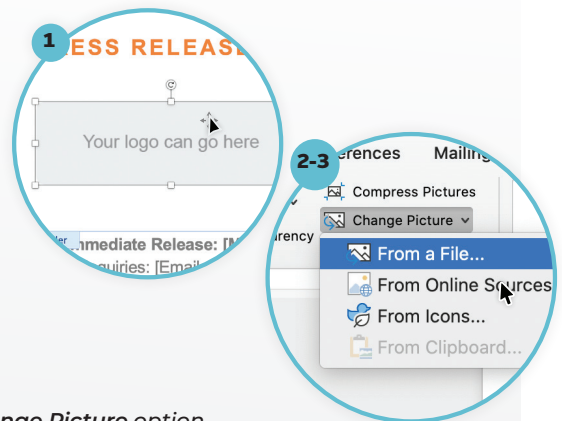
Accessing the Header & Footer

Portions of the template design are housed in the Header and Footer area to minimize layout disruptions as you customize the document.

If you need to make edits to a design element in the Header and Footer area:

1. Double-click anywhere on the top or bottom margin of the document.

2. When you're finished making edits, click the **Close Header and Footer** tab or you can press the Esc key.
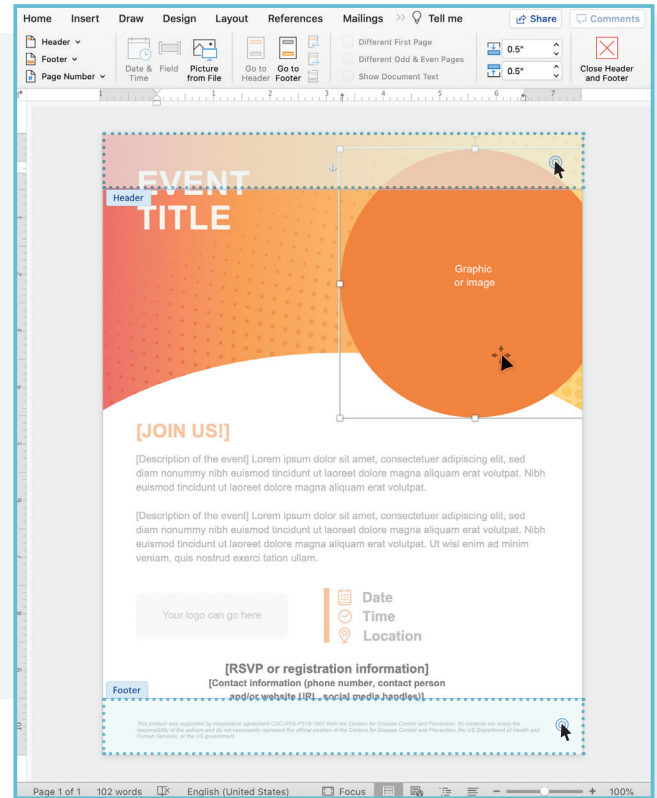
E-blast / Topical Postcard Templates

Converting a PowerPoint slide to a JPEG image

You can save your customized template as a graphic to include in emails and other communications materials.

Note: This process can vary slightly depending on your operating system (Windows or Macintosh) and software version.

1. Click on **File** in the top menu and select **Save As...** or **Export....**

2. Select a folder location to save the image and rename the file.

3. Click on the **Save:** menu, and go to the **Save as** drop-down options and select JPEG File Interchange Format (JPEG) as the new file format.

4. Click **Save**. You usually have the option to save **Entire Presentation** or **Save Every Slide** to complete the process.
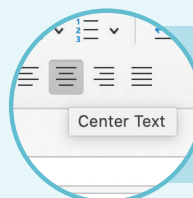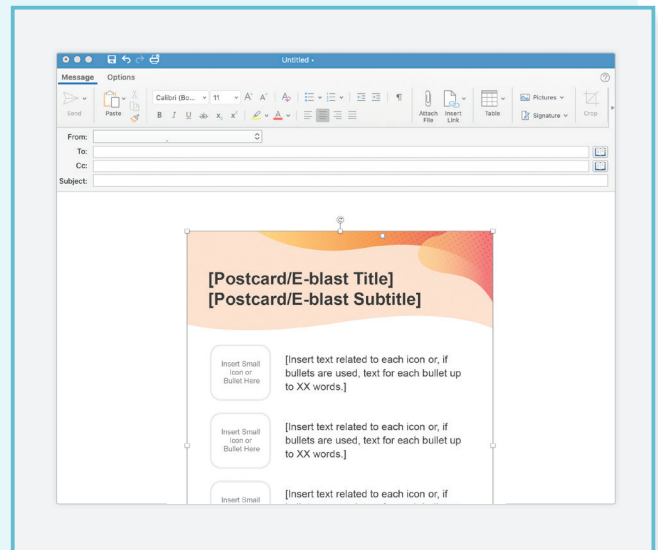
TIPS: When inserting the final JPEG image into your email, consider aligning the image to center.