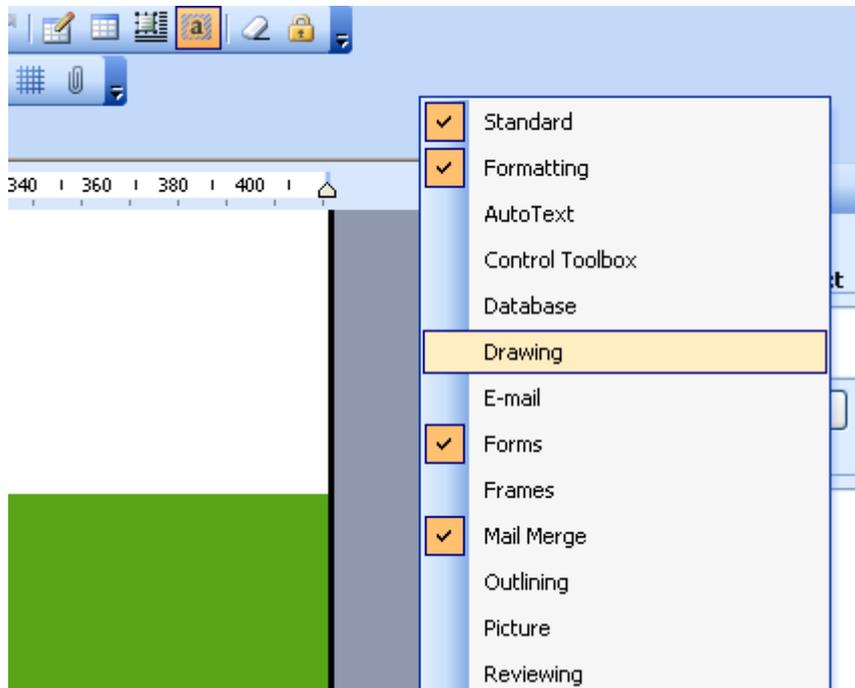
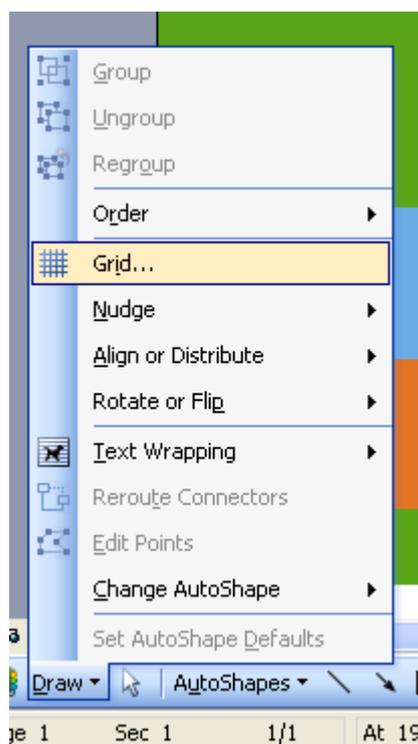


## Uoc Grid Templates

The UoC grid templates have been created using Word's grid system, by default this is not usually turned on. To enable this option, ensure you have the draw toolbar available by right clicking on a blank section of the toolbar area and selecting the drawing toolbar option.



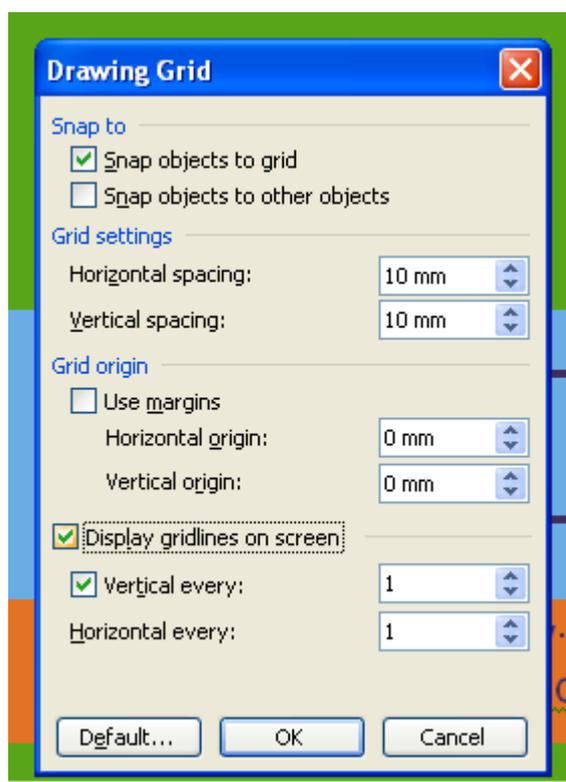
Click on the Draw option in the drawing toolbar and select the grid option.



The drawing grid dialog will be presented and the Grid settings should show a horizontal and vertical spacing of 10mm. **Snap object to grid** should be set on and

you must select **Display gridlines on screen** to ensure you can see the grid. Then OK the dialog box.

The vertical spacing will be set at 10mm for A4 and 20mm for A3.



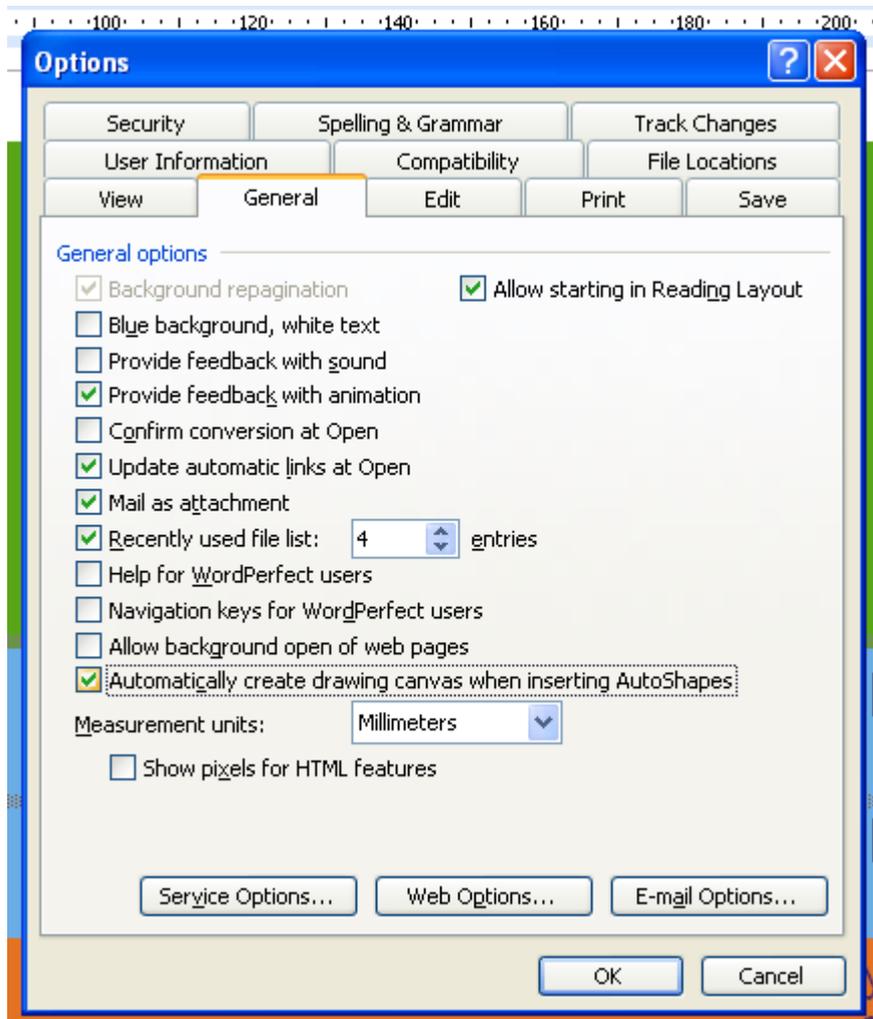
### Creating coloured text rectangles

The easiest way to create a new colour text block is to hold down [CTRL] + [Shift] and click and drag a copy of the object to a new position. ([CTRL] copies, [Shift] constrains the direction of movement).

If you wish to create a new object, click on the rectangle box from the Draw toolbar and click and drag to define the box area. The box will snap to the grid. Also if you resize the object by pulling the edges, the box will always snap to grid. If you right click on the box you can select the add text option. Type in the text you require then select the text and apply a typestyle.

### Important Note: Snap to grid will not work if...

Microsoft included a new option in Office XP and Office 2003 entitled the Canvas option. This feature automatically groups together drawing objects, so that you do not have to do it manually. Frequently it is not required and frustratingly inserts an additional layer which does not allow your objects to snap to grid. To turn this off, select **Tools... Options...** and select the **General** tab. Just above the **Measurement units** option is **Automatically create drawing canvas when inserting AutoShapes**. Ensure this is deselected and **OK** the dialogue box.



### **Base Typestyles and use of variants**

Typestyles have already been set in Arial for both A3 and A4 formats in both orientations:

#### A4 - portrait and landscape typestyles

Heading 1 = 24 pt bold

Heading 2 = 18 pt regular

Heading 3 = 16 pt bold

Heading 4 = 14 pt regular

Heading 5 = 14 pt italic

Normal – 11 on 14pt (for use in A4 poster styles)

Body text – 11 on 14pt with 14pts after

#### A3 - portrait and landscape typestyles

Heading 1 = 48 pt bold

Heading 2 = 36 pt regular

Heading 3 = 28 pt bold

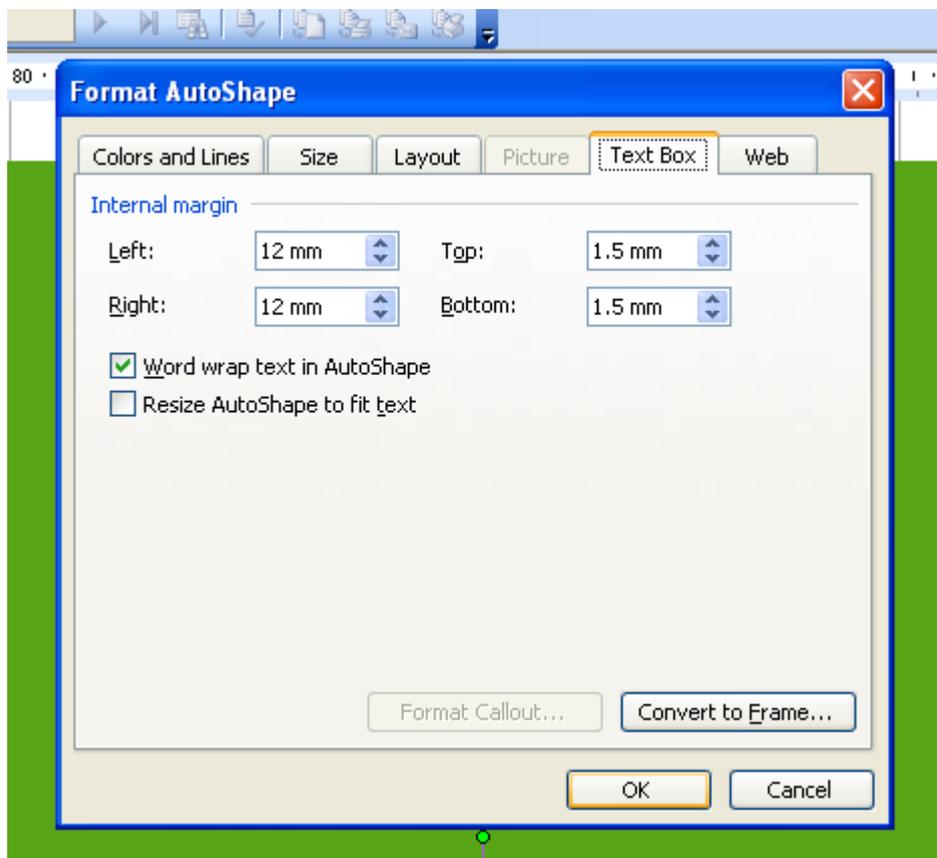
Heading 4 = 18 pt regular

Heading 5 = 18 pt italic

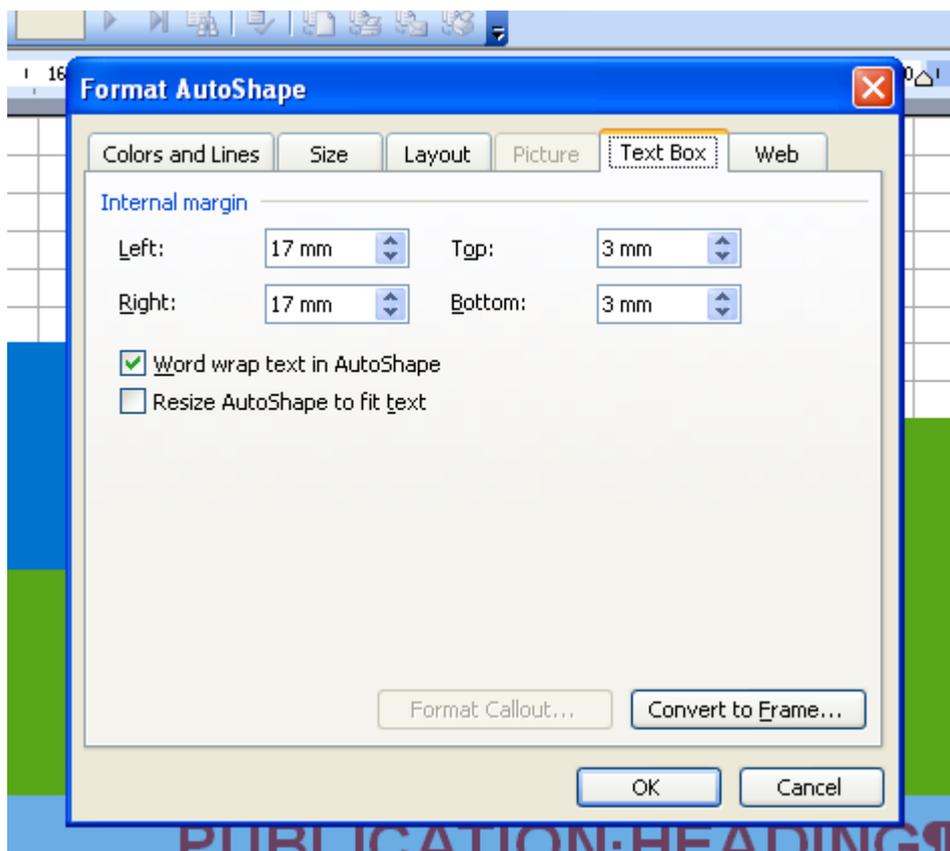
Normal - 16 on 20 pt

Body Text - 16 on 20 pt with 20 pts after

If you have created your own text boxes, ensure everything aligns correctly by double clicking on the edge of the text box, a dialog box will be presented, select the text box tab and ensure the following settings are entered for a4: (these should be pre-set defaults for the autoshape).



And the following for A3. (these should be pre-set defaults for the autoshape).



The logo is placed in the Header/Footer area at the following default offsets:  
12mm horizontally and 14mm vertically for A4 Portrait and Landscape  
and 17mm horizontally and 20mm vertically for A3 Portrait and Landscape.

### More typestyle formatting:

Once you have selected your base paragraph typestyle (ie: Heading 1-5, Normal or Body text) you can adjust the formatting whilst keeping to the guidelines. Obviously you can select the right, left or centre alignment icons and also change the colour of text. To help you with this, character typestyles have been defined for the three approved UoC Colour schemes which are entitled Core, Dark and Light – these apply approved RGB colours of Pantone colours to type (ie: Core 158 is the Core colour version in RGB (Red, Green and Blue) of the Pantone colour 158). There are five colours in each scheme.

Unfortunately the coloured text rectangles do not have a swatch scheme which allows you to do this. If you double click on the edge of a text box the format autoshape dialog will be presented with a fill colour. If you click on the fill colour dropdown option you can enter a new RGB value by selecting **More colours** and entering new RGB values. If they are available, do not rely on the swatch panel or the strip of colours above the **More colours** option. The swatch panel and the strip (if defined) are not in any reliable sequence and may hold colours which are not approved. The only reliable methods are to take the RGB values from the published UoC guidelines or copy the numbers from the defined character styles. This can be done quickly by using the styles and formatting task bar option. If you cannot see this click on the [AA] symbol on the formatting toolbar



This will drop down the Styles and Formatting option from the task bar. By floating your cursor over the top of the character style, a tooltip will appear showing you the custom colour in RGB – 239, 189 and 71 in this particular example. These are the values which have to be entered into the More colours option for the Autoshapecs colour fill.

