Word template
Guidelines
Guidelines for using corporate Word templates

Brand Information
• The logo and coloured background should remain in the position as set up.
• The logo should not be edited in any way.
• For further information on the logo and the College’s colour palette please go to royalholloway.ac.uk/brand
• The templates are set up in the College’s house font, Corbel, and should not be changed. Dummy text is provided as a guide to font sizes and word count.
• The headings are set up in the College’s primary orange colour; these can be changed to black or white depending on the background colour. They can be enlarged or reduced as required.
• The subheadings and body text are set up in orange, black or white depending on the background colour. They can be enlarged or reduced as required.

Tip
Ensure there is a good contrast between the colour of text and the background for good readability.

The picture boxes can be increased or decreased in size as required. Holding down the Shift key will constrain the picture to the correct proportions without distortion.

Note
Word naturally greys out areas which are placed within the headers and footer, e.g. the logo and grey band have been placed within the footer so that they cannot be moved. To view how the document will truly display when printed, it can be viewed in Print Preview. Alternatively you can save the document as a pdf which will show the colours correctly.

Template recommended uses
A4 Poster templates
Use when a large image and small amount of text is required. Suggested uses: posters or single-sided flyers/leaflets.

A5 Flyer 2up template (on A4 page)
For use with internal printing if you do not have an A5 printer. For use when a large image and small amount of text is required. Suggested uses: posters, adverts or single-sided flyers/leaflets.

A5 Flyer templates
Use when a large image and small amount of text is required. Suggested uses: posters, adverts or single-sided flyers/leaflets.

A4 Landscape templates
Can be used for documents such as posters, adverts or flyers/leaflets.

A6 Postcard templates
Use for postcards or invitations.

A6 Ticket template
A4 page consisting of 8 x A6 tickets

Newsletter template A4
This A4 newsletter has a three-column design and can be used for departmental newsletters

B&W Generic office document template
For use general use.

A4 Sign templates
A4 landscape and portrait general sign templates

DL leaflet template
2 sided, A4 landscape document consisting of 3 panels which fold in on each other to form a DL size 99 x 210mm flyer/leaflet.

Name Badge templates
A4 page consisting of twelve 75 x 40mm name badge templates
A4 page consisting of ten 90 x 54mm name badge templates

Guidelines for using the newsletter template
• The logo and grey band are embedded into the headers/footers and should remain in this position.
• The document is set up in the corporate font of Corbel and should not be changed. Dummy text has been inserted as a guide and to help with word counts.
• The main headings, subheadings and date should remain in the positions shown.
• The band with your contact details must always appear on the last page.
• The layout of the text, number of pages and images are there as a guide and can be changed to best suit your own requirements. Different sizes of subheadings can be used to add emphasis to certain articles.

Newsletter title
This is set-up in the corporate colours. Always use grey for the first word and orange for your department name.

Pictures
Re-size picture boxes to your required dimensions, then click on the box and insert your picture.

Tip
Holding down the Shift key will constrain the picture to the correct proportions without distortion.

For further Brand information please go to: royalholloway.ac.uk/brand
For technical help with Word please contact itservicedesk@rhul.ac.uk
Portrait Poster, advert or leaflet

A4 Poster Templates

A4 Poster template 1.docx  A4 Poster template 2.docx

A5 Portrait Flyer templates

A5 Portrait Flyer 2up template 1  A5 Portrait Flyer Template 2  A5 Flyer Portrait Template 3
A6 Postcard, invitation or small leaflet
A4 Generic Document B&W template.docx

Black & White generic office document
A4 Sign templates

Department of Physics
Welcome to the Department of Physics

Welcome to the Department of Physics
Tolansky Laboratory ➔
Wilson Laboratory ←

Department of Physics
Welcome to the Department of Physics

Tolansky Laboratory ➔
Wilson Laboratory ←
Name Badge templates

Name Badge template 75 x 40mm.docx  
Name Badge template 90 x 54mm.docx