Guidelines for using corporate Word templates.

To use these templates you will need to have Office 2013 (or later) or Word for Mac 2011 (or later)

Brand Information
The logo and coloured background should remain in the positions that have been 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

These documents 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 grey, black or white depending on your background colour. They can be enlarged or reduced as required.

The sub-headings and body text are set up in orange, grey, black or white depending on the background colour. They can be enlarged or reduced as required.

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

The icons can be used to break up text and signpost readers to particular information and also can be removed if not required.

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 that are not being edited. E.g the footer where the logos and dark grey bar have been placed so that they cannot be moved. To see how the document really looks, open print preview. When you save as a pdf or print pdf the word document should also show the colours correctly.

Templates: recommended uses

A4 Generic Document B&W Template
For use general use.

A4 Landscape Templates 1-4
Can be used for documents such as posters, adverts or flyers/leaflets.

A4 Portrait Templates 1a-1c
For use when a large image and small amount of text is required. The box at the top of the page is to be used to insert your picture into. It can be enlarged or reduced in size as required. Can be used for documents such as posters, adverts or single-sided flyers/leaflets.

A4 Portrait Templates 2a-2c
For use when a smaller image/s and medium amount of text is required. Insert your image/s into the box/es or delete. Alternatively you can change the box to one of the College’s primary or secondary colours and use as a graphic device; ideally all the boxes should be square. Can be used for documents such as posters, adverts or single-sided flyers/leaflets.

A4 Portrait Templates 3a-3c
For use when only text is required. Can be used for documents such as posters, adverts or single-sided flyers/leaflets.

A4 Portrait Template 4
For use when your content will not fit into any of the other templates.
**A5 Portrait 2up Template 4**
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. The box at the top of the page is to be used to insert your picture into. It can be enlarged or reduced in size as required. Can be used for documents such as posters, adverts or single-sided flyers/leaflets.

**A5 Portrait Template 1-3**
For use when a large image and small amount of text is required. The box at the top of the page is to be used to insert your picture into. It can be enlarged or reduced in size as required. Can be used for documents such as posters, adverts or single-sided flyers/leaflets.

**A6 Landscape Templates 1-7**
We have created seven versions that can be used for either the front or back of a document, depending on your requirements. Can be used for documents such as postcards, invitations or single-sided flyers/leaflets.

**A6 Portrait Template 8**
Can be used for a full picture postcard

**Newsletter Template**
Can be used to create a A4 newsletter

**Ticket Template**
Ticket templates are available in blue, green, lime, pink, purple, red, sky, teal and yellow

**Guidelines for using our Word newsletter template**

The logo, pattern 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. We have put dummy text in as a guide to font sizes and to help you with word counts.
The main headings, subheadings, date (and coloured departmental square if applicable) 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 a guide and can be changed to best suit your own requirements. Different sizes of sub-headings can be used to add emphasis to certain articles.

1. **Newsletter Title**
   This is set-up in the corporate colours, always use grey for the first word and then either use orange or your relevant faculty colour (See 3 below).

2. **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.

3. **For academic departments only**
   As a rule of thumb please use your faculty colour as your 2nd corporate colour.
   (Arts & Social Sciences – Red, Science – Green, Management & Economics – Purple)

For further Brand information please go to:
royalholloway.ac.uk/brand

For technical help with Word please contact:
itservicedesk@rhul.ac.uk
Resistance is Futile: 
The Rise of Superconductors

Department of Physics

Dr. Andrew Casey

Superconductivity was discovered over a hundred years ago. The property of a superconductor was so revolutionary that without the discovery of the superconducting state, the development of the world's modern devices would not have been possible. The talk will be accompanied by some practical demonstrations of the properties of superconductors.

6pm 20th November 2013
Wren Building, Audiance

Science for Schools Lecture Series

A4 Portrait Template 3b.docx

A5 Portrait Template 1.docx

A5 Portrait Template 2.docx

A4 Portrait Template 3c.docx

A5 Portrait 2up Template 4.docx

A4 Portrait Template 4.docx
College parking permits

Student or staff member?
If you are entitled to a College parking permit, do not forget to register your car online at myroyalholloway.ac.uk and display your permit in your windscreen. Please make sure you register any visitors or contractors at myroyalholloway.ac.uk/parking too.

Visitor or contractor?
Your College host should register your vehicle at myroyalholloway.ac.uk/parking. Do not worry, you do not need to display a permit.

Students
If you are here for an event, your event organiser will arrange parking. This is usually in car parks or UoW outside the Founder’s building. Car parks A, B and C are in the Students’ Union car park 1 at the Games courts.

Library provision for disabled students

Wheelchair access to the libraries
Bedford Library has wheelchair access via an automatic door, a lift and a fully accessible toilet. The Founders’ Library has wheelchair access providing a Personal Emergency Breakout (PEB) and a fire alarm system has been completed.

What services are available?
• Enhanced access to Library Search, where you can place reservations on available items
• Longer loan periods on all items except short-term, special, loans and subject restrictions
• Cross library borrowing and returning
• Book matching service

How do I register?
In order to access these services you will need to register with the College Disability & Support Services (DCS) on 01784 414414 or disability.support@royalholloway.ac.uk. They will then inform you how you will receive your card from the Head of Customer Services. If you are attending a meeting, they will inform you how you will receive your card on arrival.

How can I get help with my research?
If you need help accessing our resources, please fill in the form below, subject to our Data Protection Act (DPA) regulations, or contact your Information Consultant for a consultation appointment.

Library provision for disabled students
Royal Holloway and Bedford New College Art Collections

In 1843, aged 16, Thomas Holloway embarked on a two-year project to buy a part collection for the newly founded college for women. He amassed a superb collection of 19th-century paintings including William Powell Frith's "The Railway Station (1854)" and John Ruskin's "Millais' psychologically intense "Primrose in the Tullie" (1882). These works are housed in the College's magnificent Picture Gallery. When Bedford College merged with Royal Holloway, the College inherited Lady Hamilton's eclectic art collection with works by leading women artists, significant Indian miniatures and early 18th-century Japanese wood block prints.

These two collections formed the basis of the College's art collections, which also include sculpture, furniture from the original interior of Royal Holloway, drawings relating to both Royal Holloway and Bedford College, and a number of contemporary paintings.

The Picture Gallery is accessible throughout term and open daily. Throughout the year there are also talks given by the curators on a variety of works in the collection. Items on show can be viewed by making an appointment with the curators.