

# About this Word Template

To use this template, simply use it like any other Word document. To use the pre-set header formats, go to the “Home” tab and use the header options (photos below). *Example below on how to use this template.*

*\*Please remember to convert the full final file to PDF so there are no font discrepancies when this is forwarded to other computers that do not have this font.*

Before beginning: You must install the TradeGothic No.20 Condensed font into your computer, and any other computer that you will use to edit this document. (A person from IT/help desk needs to give admin access to allow your computer to install this.)



There is a pre-set header formats in the “HOME” tab of the toolbar within Microsoft Word (it will only be visible in this file). In the **Styles** section, you will see the section pictured above.

Visit <https://fonts.google.com/specimen/Oswald> to download the font file. If you are using a UCR computer, you will likely need IT’s help to quickly install the font. Submit a ticket via the Helpdesk email.



Simply highlight the text you want to change the formatting of, then use the Styles bar to click the heading setting that you want to use.



They are listed in order from largest to smallest, so Heading 1 should be used for the most major titles within the text, and Heading 5 for the lowest hierarchy of subheadings.

The **photo caption** setting should be used for all captions.

# Document Title

**BODY TEXT EXAMPLE:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan etusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

### SUBHEADER

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**Footer Example:**

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