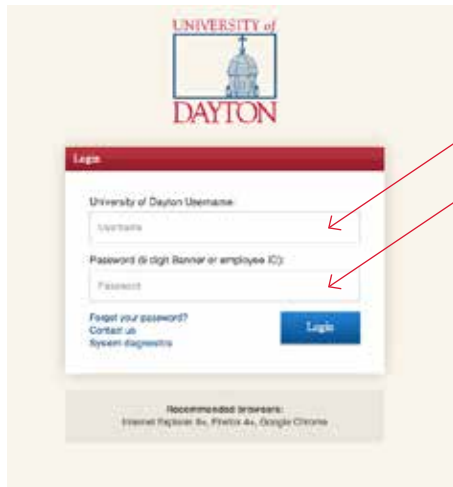


Logging in

Access the self-service marketing templates site with your University username and nine-digit employee ID.



Enter your University username.

Enter your nine-digit Banner/employee ID. Note: this number is slightly different from the number on your University ID card.

You can find your employee ID on your pay stub, which can be accessed through Parches. (Parches>HR Connections>Employment Details Channel>Pay Stub).

Have problems finding your employee ID? Call the UDiT help desk at x93888.

Types of templates

Once on the site, choose **Marketing Templates** from the navigation. You will have a choice of 12 templates (two brochures, three handouts, four postcards and three posters):

1. Brochure Style 1



- 2-sided
- 8.5"x11" folded to 5.5"x8.5"
- full bleed
- place for six photos
- approx. 850 words

2. Brochure Style 2



- 2-sided
- 8.5"x11" folded to 5.5"x8.5"
- full bleed
- place for five photos
- approx. 850 words

3. Handout Style 1



- 1-sided
- 8.5"x11"
- full bleed
- place for two photos
- approx. 400 words

4. Handout Style 2



- 2-sided
- 8.5"x11"
- no bleed
- place for one photo
- approx. 415 words

Types of templates, cont.

5. Handout Style 3

- 1-sided
- 11"x8.5"
- full bleed
- place for one photo
- approx. 325 words



6. Postcard Style 1

- 2-sided
- 6"x4.25" (small)
- full bleed
- place for two photos
- approx. 105 words
- *this design does not work with a USPS meter strip (the piece would need to use a stamp if it's being mailed through USPS)*



7. Postcard Style 2

- 2-sided
- 8"x5.75" (medium)
- full bleed
- place for one photo
- approx. 150 words



8. Postcard Style 3

- 2-sided
- 8"x5.75" (medium)
- full bleed
- place for three photos
- approx. 150 words
- *this design does not work with a USPS meter strip (the piece would need to use a stamp if it's being mailed through USPS)*



9. Postcard Style 4

- 2-sided
- 10"x6" (large)
- full bleed
- place for four photos
- approx. 150 words



10. Poster Style 1

- 1-sided
- 11"x17"
- full bleed
- place for two photos
- approx. 300 words



11. Poster Style 2

- 1-sided
- 11"x17"
- no bleed
- place for one photo
- approx. 300 words



12. Poster Style 3

- 1-sided
- 17"x11"
- no bleed
- place for one photo
- approx. 175 words



Using templates

1. Once you choose the design you want, click **CUSTOMIZE**.
2. From the **Quantity** drop down, either choose **Free Download** or the actual quantity you would like printed*. If you don't know, just choose **Free Download**, and you can always order the printing at a later stage.

**If you choose "free download," you will receive a print-ready PDF that can be printed on your office printer, the Copy Center or a printer of your choice. If you choose a quantity, the piece will be printed by a local vendor, who will deliver the printed pieces to you.*

3. Choose **CONTINUE**.
4. **CUSTOMIZE** template.



Once you complete the fields below, click "REFRESH PREVIEW" to see an updated preview of your piece.

Each template has five color choices for the dominant color.

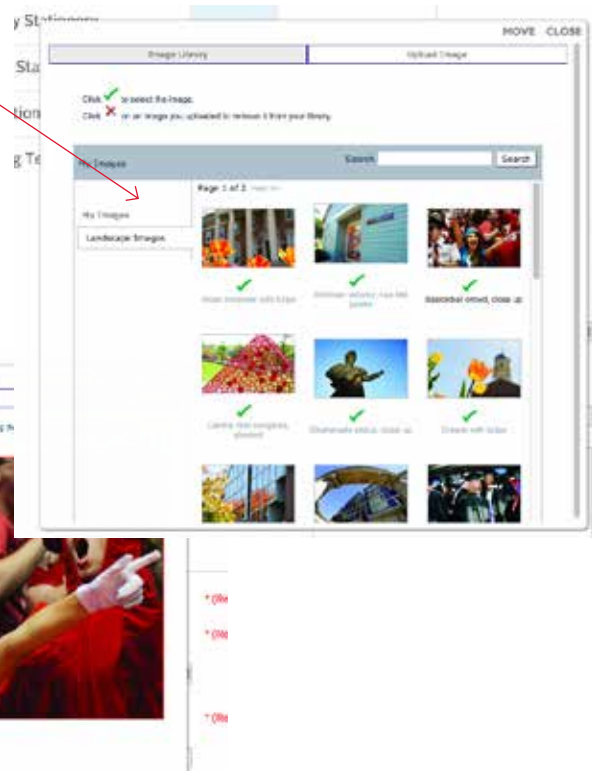
Click "CHOOSE IMAGE" to select the photo you want to use. See more detailed instructions on page 4.

Enter information into each field. If you do not have information for a given field, you may skip it. (Note: some fields are required on certain templates). Pay attention to the character counts and refresh often to make sure your content fits on the page. It is your responsibility to ensure the preview shows the content as you intend it to appear.

Using Templates, cont.

- **Choosing images:** There is a small library (50 images) of horizontal and vertical images to choose from. You can also upload a photo from creative.udayton.edu or from your files*. If you use a photo that is NOT from the library or creative.udayton.edu, it is your responsibility to ensure you have rights to use it and do not infringe on copyrights.

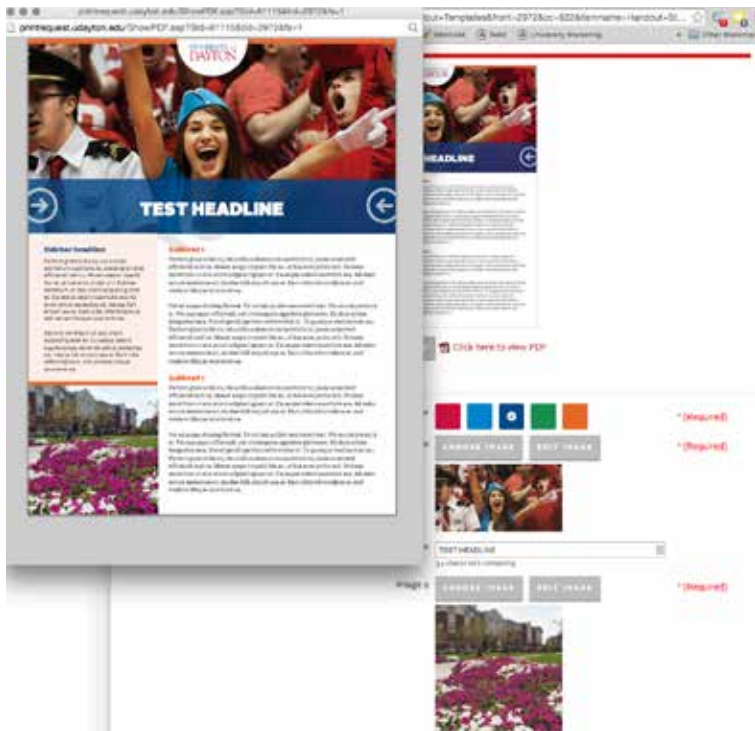
Once you choose an image, you can scale and adjust the placement of the photo. Once you are satisfied, click "Select Image."



* Any image you upload will stay in the "My Images" tab for future use.

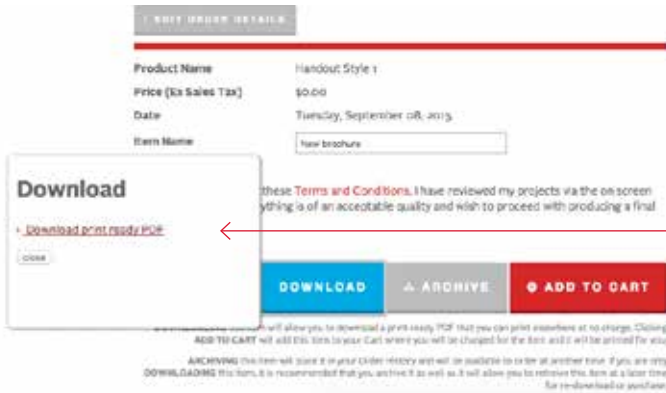


- **Refresh Preview:** Remember to click the "refresh preview" button often to see how your piece looks with the chosen copy and images — and ensure everything is satisfactory. You will be able to download a PDF of your proof/review — but please note this PDF is not suitable for printing.



Using Templates, cont.

- Once you are satisfied with the template, choose **CONTINUE**.
- Choose **DOWNLOAD** to obtain a high-resolution PDF with bleeds. This PDF will be the version you will use if you choose to handle printing yourself.



• **Note about downloaded file:** This file will include a .125" bleed on every side. It will not include crop marks. When sending the file to a vendor, please instruct them that the trim is included (for example, for an 8.5"x11" handout, the PDF you downloaded is actually sized to 8.75"x11.25").

- Choose **ADD TO CART** if you are ready to have the piece printed. Follow the purchasing instructions.
- Choose **ARCHIVE** to save for later use.

