

Music Program/Poster Template Instructions

- 1) There are 3 text boxes on each template that are for your event's required text.
- 2) Each text box has "dummy text" which you can highlight and delete to enter what the dummy text specifies for each text box.
- 3) The font sizes are purposefully chosen to maintain a hierarchy of information. However, if for example, your title is too long and doesn't fit, you can make the size of the font smaller by a couple of sizes to suit your needs.
- 4) It is recommended that the title remains a large font size and bolded (it is set to 28 and recommended to not go below 24 and remain bolded)
- 5) It is recommended you *do not move* any of the text boxes around, unless it is required for spacing reasons.
- 6) The document artwork is placed in as an image. If you move it by accident, drag it to the centre of the page so that it aligns equally with the X and Y-axis. (Horizontal and vertical lines will make a 'plus' sign indicating the image is centered to the page).
- 7) If you are working with the 11x17 (tabloid) poster, double check before you print that your printer settings are set to 11x17 'portrait' mode and also that your printer can print 11x17 (tabloid) size paper.
- 8) If you have any questions, please do not hesitate to email Jillian Richards at jmr1@ualberta.ca