

Quick Reference Guide

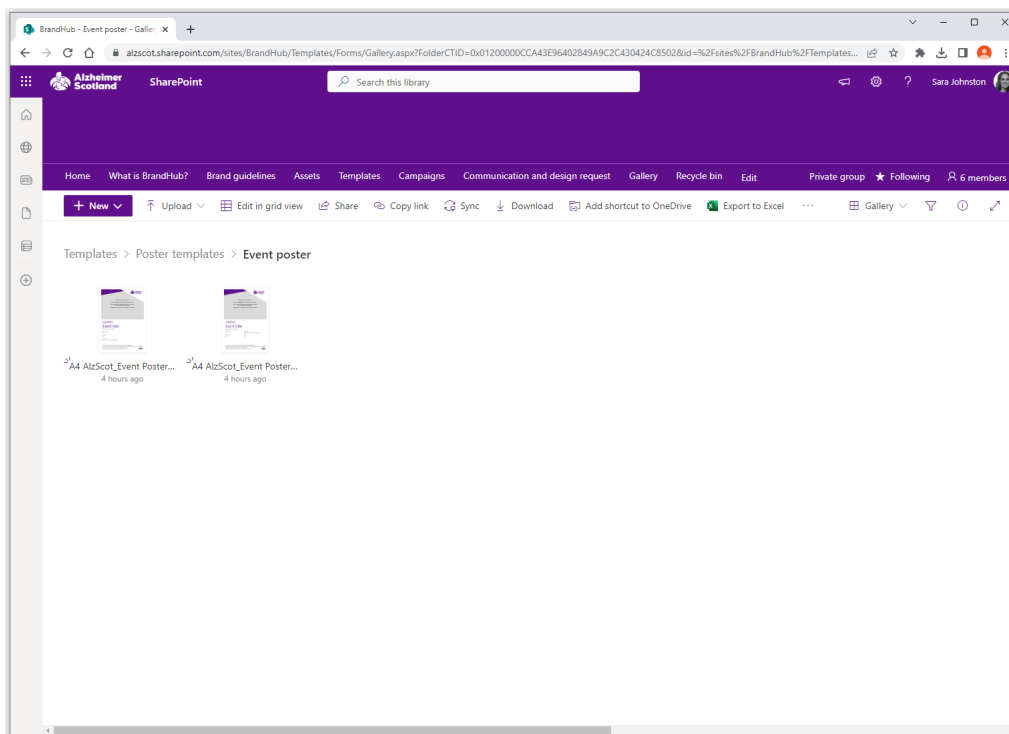
Alzheimer Scotland

Event Poster Word Template

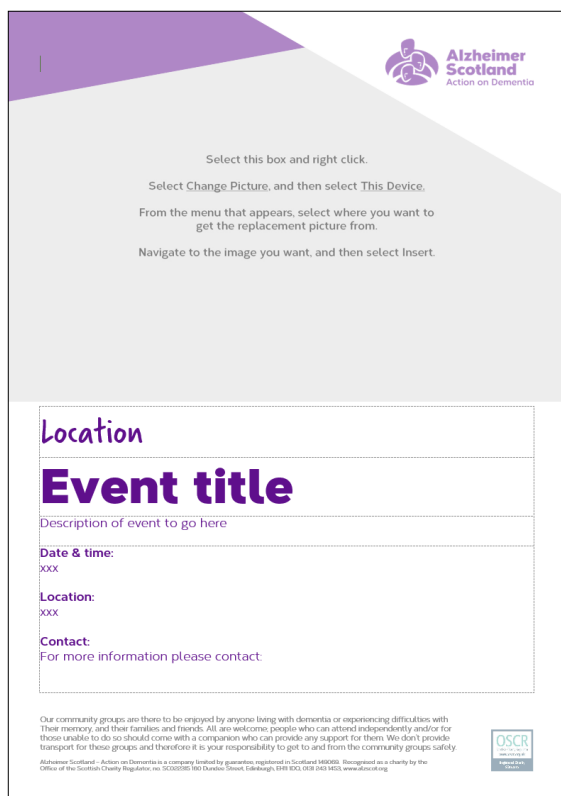


Where to find and download template

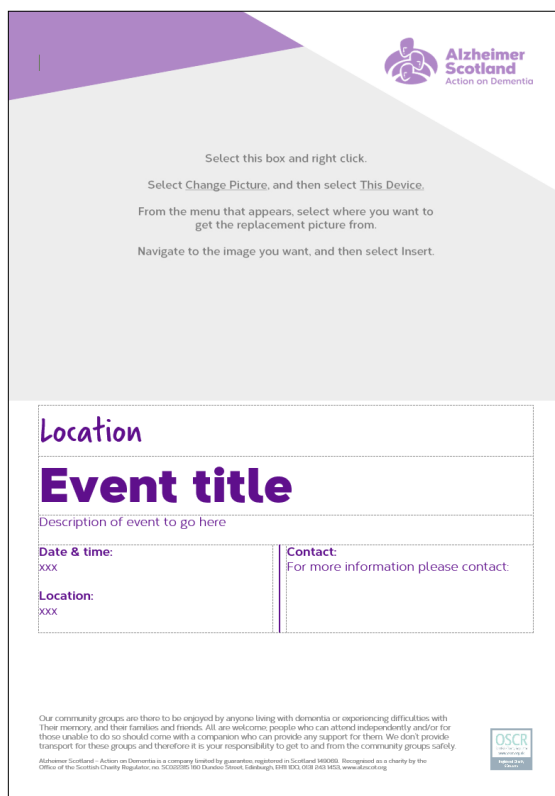
Our event poster Microsoft Word templates can be found on [Alzheimer Scotland SharePoint BrandHub site](#) within the templates section



There are two layout options to choose from:



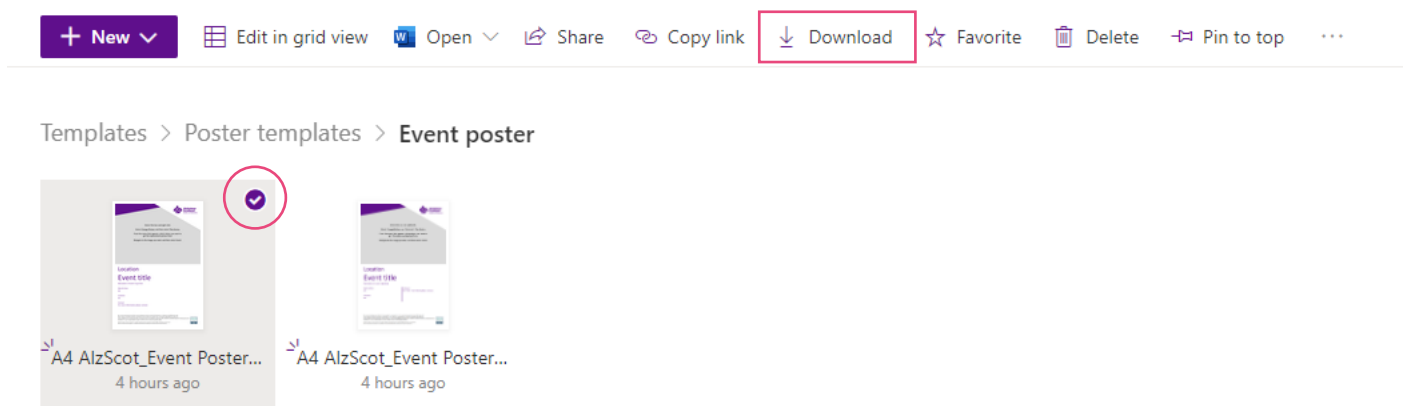
One column



Two column

Please download your preferred option rather than opening in the application.

To download click the tick that appears when you hover over the thumbnail and select the download option from the bar above.



The Word template should now be downloaded to your downloads folder.

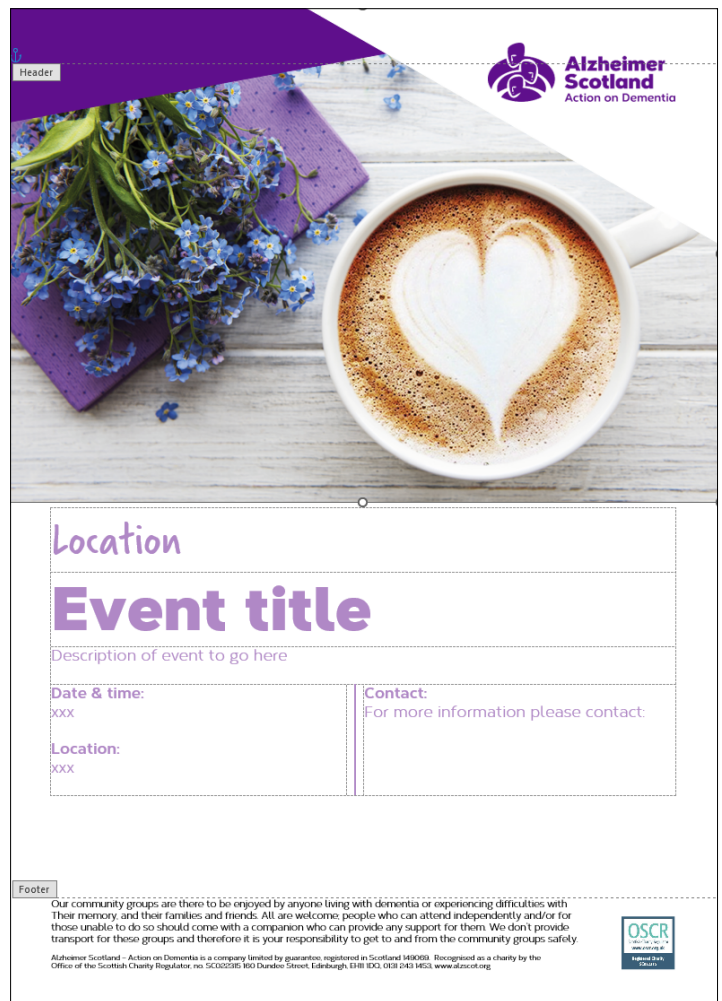
Editing the event poster template

Installing fonts

- Before opening the event poster template, please ensure you have downloaded the correct Alzheimer Scotland fonts, Corbert and Verveine. The fonts are available to download from the [Assets folder on BrandHub](#).
- Please [click this link](#) on instructions for installing fonts.

Inserting an event image

- All event poster images are available to download from the [Templates folder on BrandHub](#). Please select a suitable image for your event.
- Double-click the header to edit, or select Header, then select Edit Header.
- Select the grey box and right click.
- Select Change Picture, and then select This Device.
- From the menu that appears, select where you want to get the replacement picture from.
- Navigate to the image you want, and then select Insert.



Inserting detail for your event

- All the text is contained within a table format shown below.
- Please enter a event title and details of the event, include description, date, time, location and contact detail.
- Please adjust the font size of the location and event title if needed.

Location

Event title

Description of event to go here

Date & time:

xxx

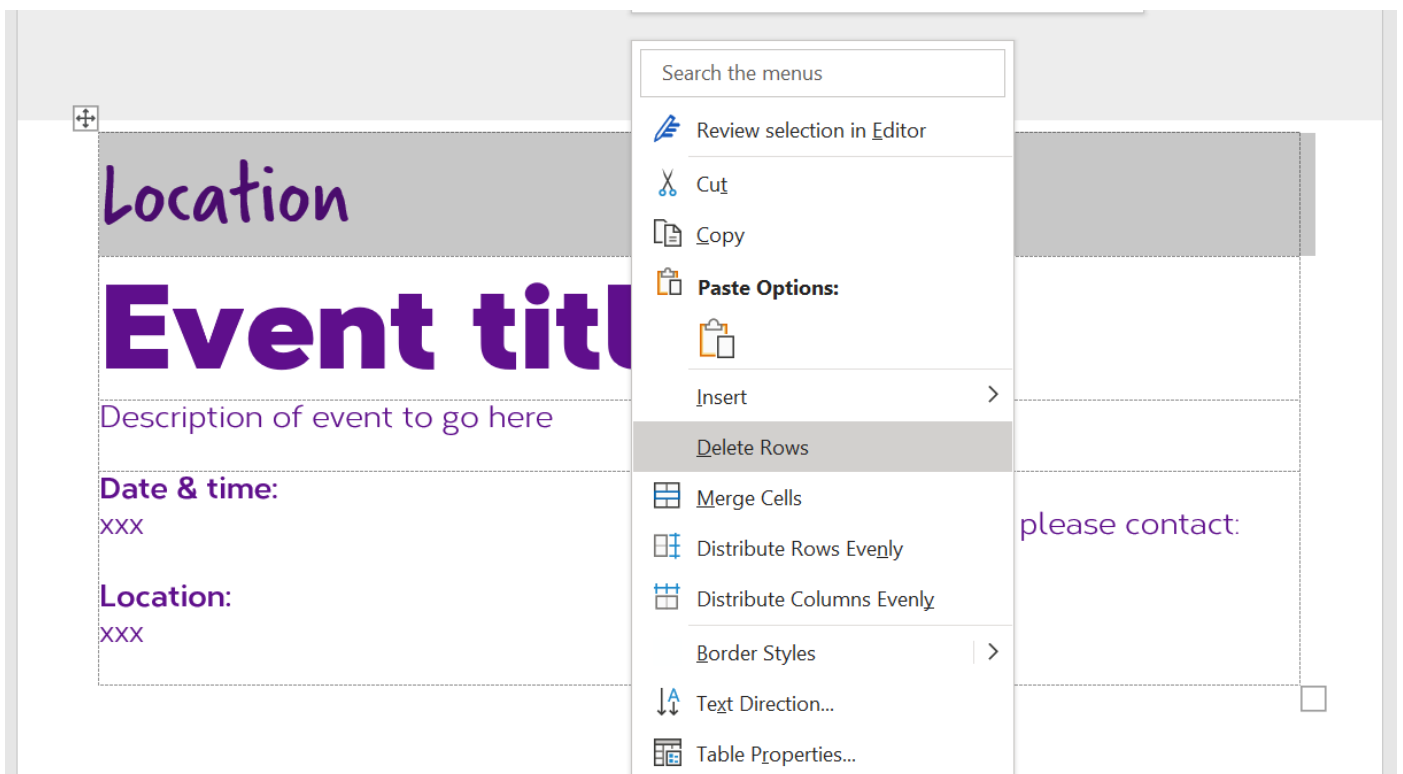
Location:

xxx

Contact:

For more information please contact:

- If the location text is not required please highlight the row, right click and select Delete Rows.



The screenshot shows a table with the following structure:

Location	
Event title	
Description of event to go here	
Date & time: xxx	Contact: For more information please contact:
Location: xxx	

A right-click context menu is open over the 'Location' row. The menu items are:

- Search the menus
- Review selection in Editor
- Cut
- Copy
- Paste Options:
- Insert >
- Delete Rows** (highlighted)
- Merge Cells
- Distribute Rows Evenly
- Distribute Columns Evenly
- Border Styles >
- Text Direction...
- Table Properties...

Converting Word document to pdf

- Please follow the instructions [here to save your file as a pdf.](#)

If you have any queries about using the poster template, please contact comms@alzscot.org