EVENT TOOLKIT

SAVE THE DATE POSTCARD TEMPLATE USER GUIDE

This Word template is for creating Save the Date postcard.

Editing the file:

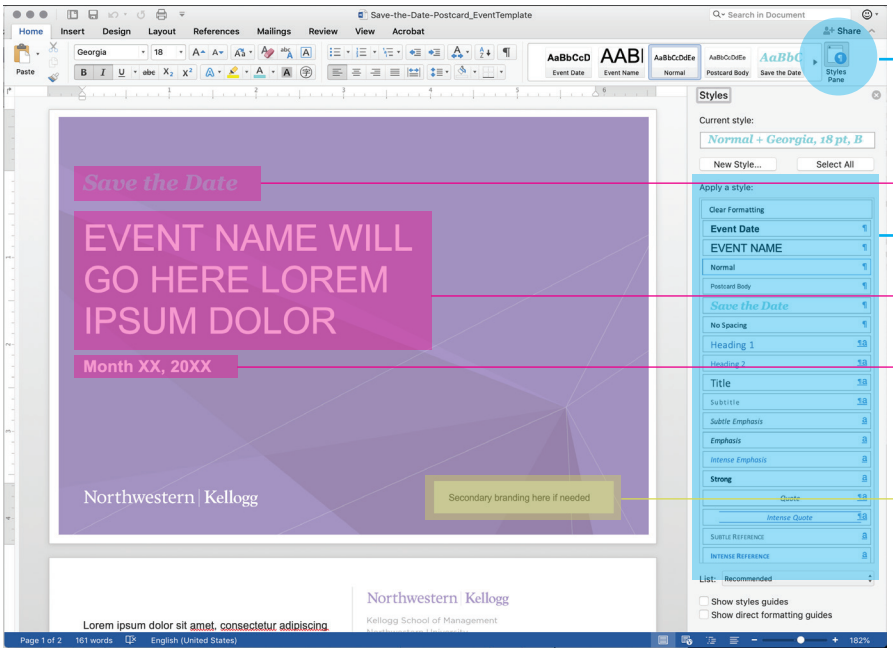
1 Open the PowerPoint Document

2 Find “Style Pane” from the toolbar (A), click on it to open the window (Mac)
Find “Styles” task pane launcher button in the “Styles” button group of the “Home” tab of the Ribbon (PC)

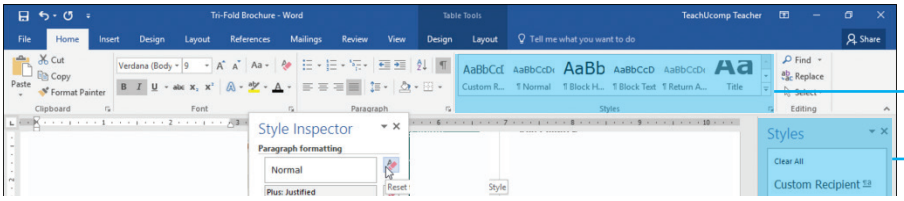
3 Insert your copy into the content fields. If the font style changes from the style that was originally in the template, you’ll be able to apply the correct style by clicking in the style pane.

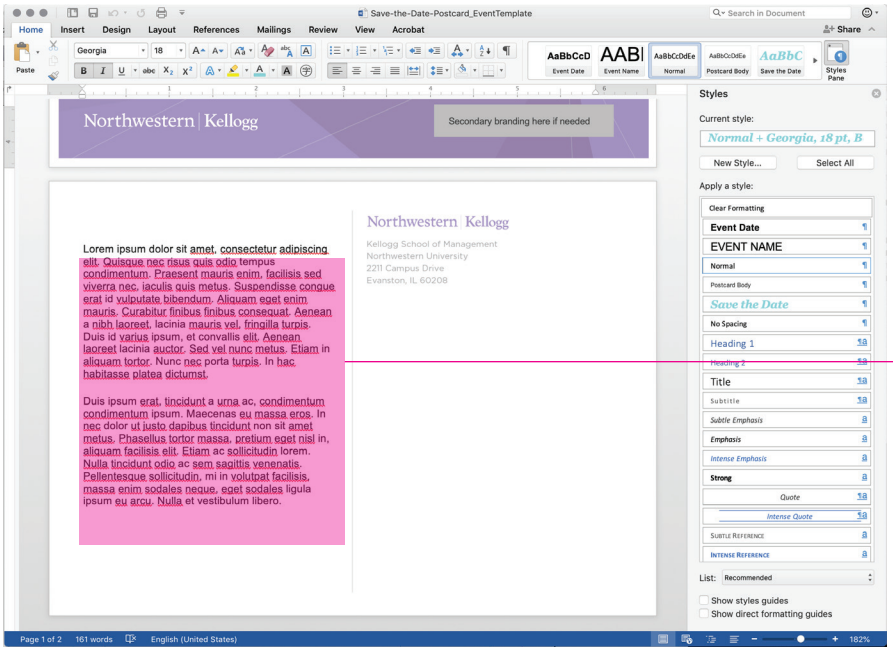
To apply style to a paragraph, make sure your cursor is somewhere in that paragraph and simply click on the style name (in section B) you want applied. The style of the paragraph will automatically change to the correct style.

Mac



PC





Postcard body: recommended word count is 165 words or less

Printing the file:

1 Save file as a PDF.

2 To get the file printed, send an email to Quartet Copies in Evanston at **production@quartetdigitalprinting.com** or Copy Center in the Global Hub at **quartet-jacobs@northwestern.edu** with instructions below:

Please make XX copies on a thick card stock printed two-sided in color and trim to size. Final size is 7”x5”

Provide delivery address and chart string #.