EVENT TOOLKIT

# BRIEFING BOOK TEMPLATE USER GUIDE

This Word template is for event briefing book.

## Editing the file:

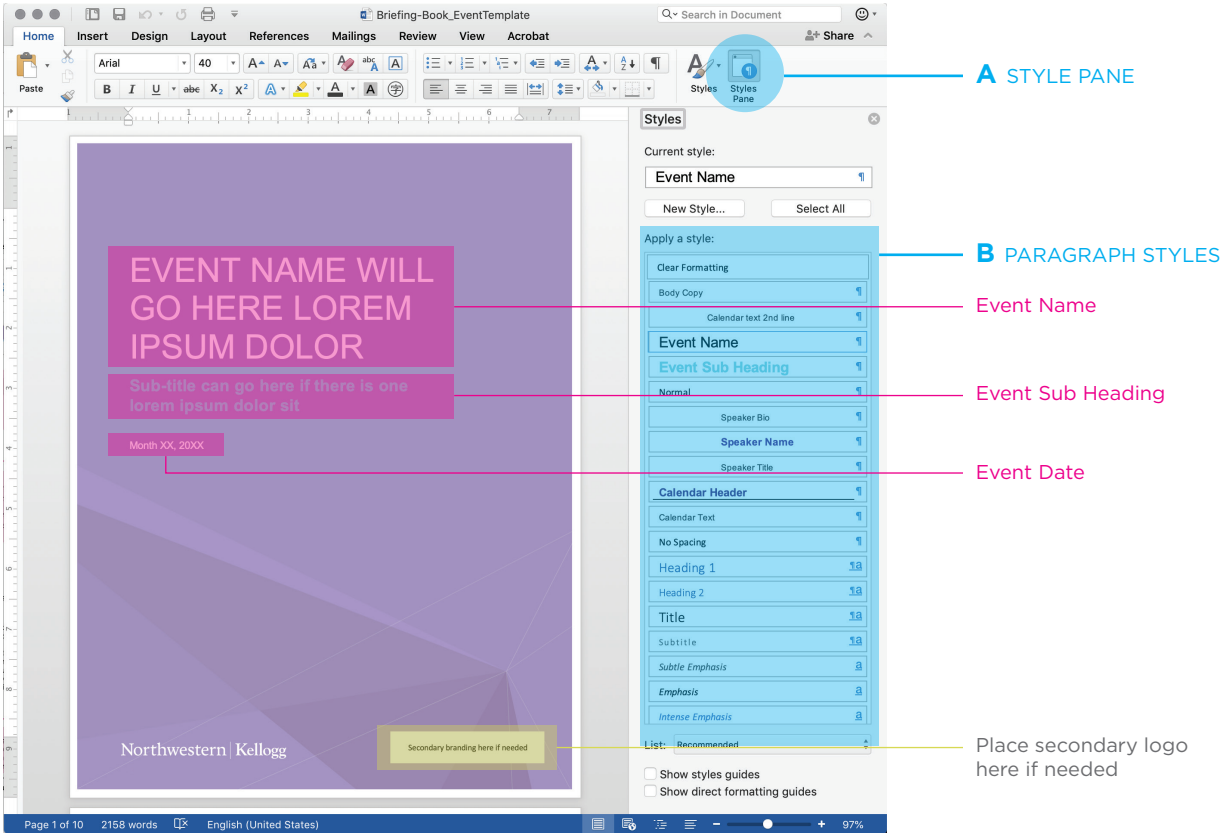
1 Open the Word Document

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)

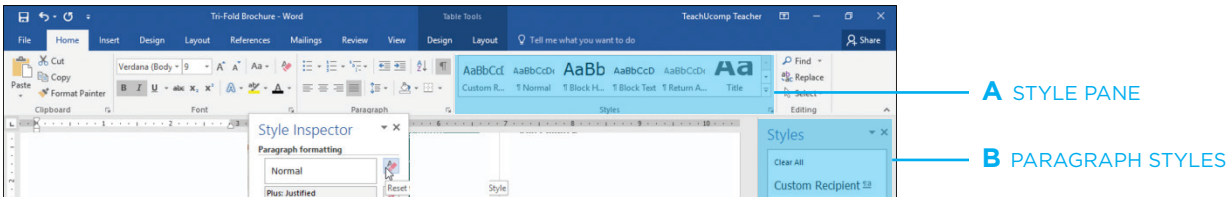
3 Insert your copy into the content fields. If the font style changes from the style that was originally in the template, you’ll be able to apply the correct style by clicking in the style pane.

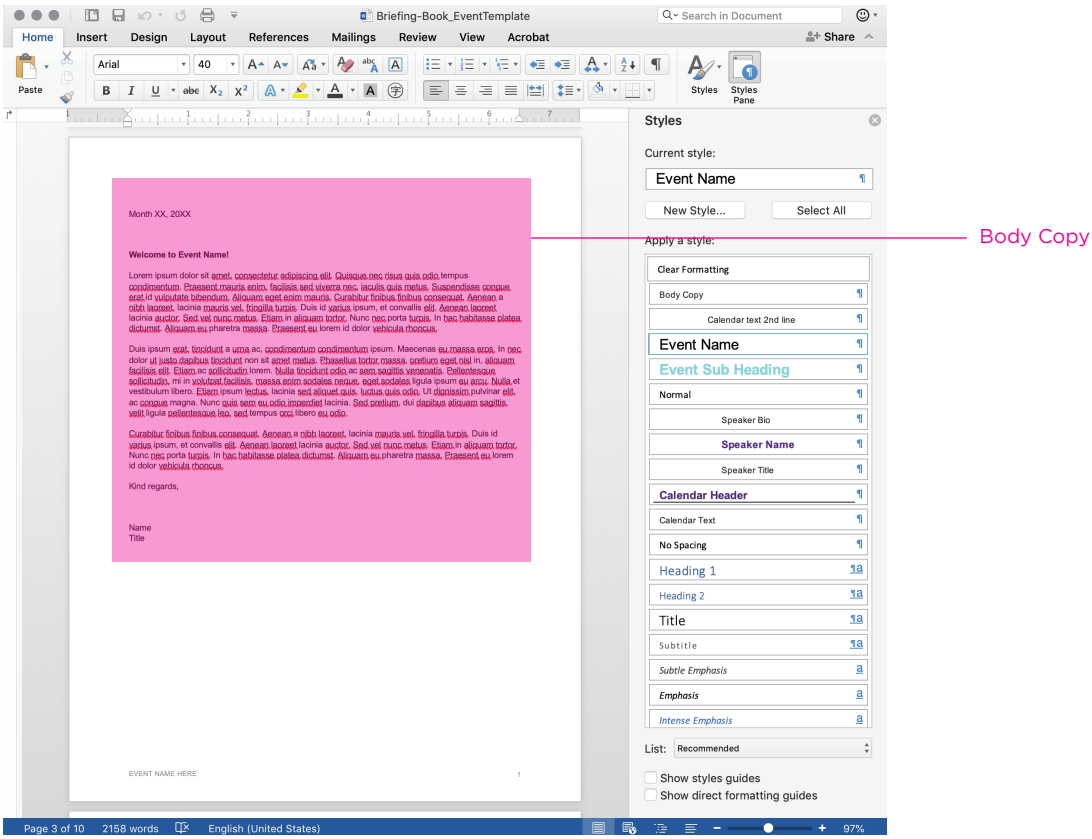
To apply style to a paragraph, make sure your cursor is somewhere in that paragraph and simply click on the style name (in section B) you want applied. The style of the paragraph will automatically change to the correct style.

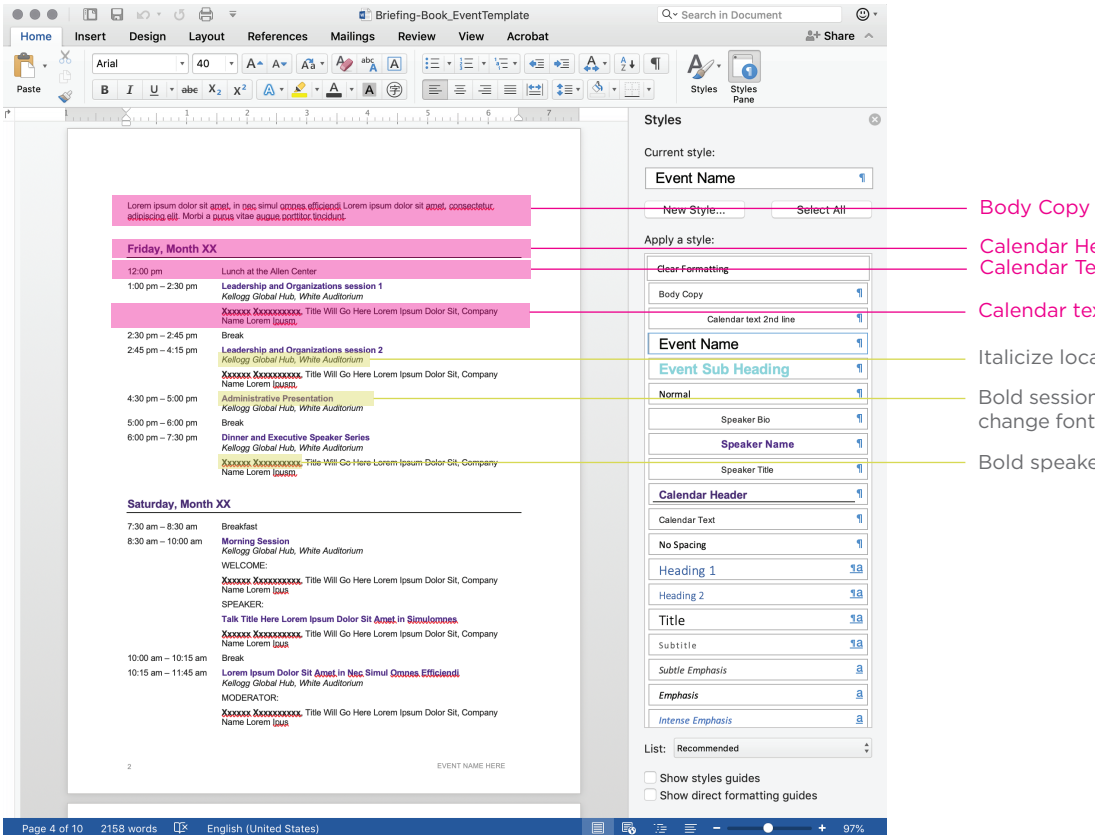
Mac

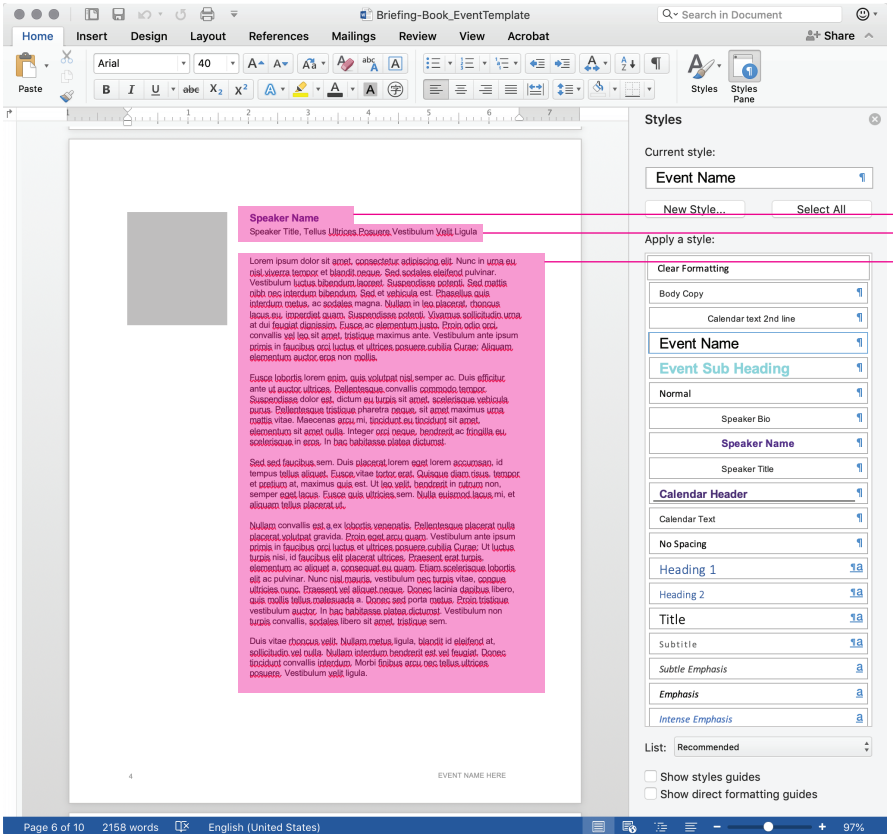



PC




Briefing-Book_EventTemplate
Search in Document
Home
Insert
Design
Layout
References
Mailings
Review
View
Acrobat
Share
Paste
Arial
40
Styles
Styles Pane
Month XX, 20XX
Welcome to Event Name!
Kind regards,
Name
Title
EVENT NAME HERE
Styles
Current style:
Event Name
New Style...
Select All
Apply a style:
Clear Formatting
Body Copy
Calendar text 2nd line
Event Name
Event Sub Heading
Normal
Speaker Bio
Speaker Name
Speaker Title
Calendar Header
Calendar Text
No Spacing
Heading 1
Heading 2
Title
Subtitle
Subtle Emphasis
Emphasis
Intense Emphasis
List: Recommended
Show styles guides
Show direct formatting guides
Page 3 of 10
2158 words
English (United States)
97%
Body Copy


Briefing-Book_EventTemplate
Search in Document
Home
Insert
Design
Layout
References
Mailings
Review
View
Acrobat
Share
Paste
Arial
40
Styles
Styles Pane
Friday, Month XX
12:00 pm Lunch at the Allen Center
1:00 pm – 2:30 pm Leadership and Organizations session 1
Kellogg Global Hub, White Auditorium
Xxxxxx Xxxxxxxxxx, Title Will Go Here Lorem Ipsum Dolor Sit, Company Name Lorem Ipsum
2:30 pm – 2:45 pm Break
2:45 pm – 4:15 pm Leadership and Organizations session 2
Kellogg Global Hub, White Auditorium
Xxxxxx Xxxxxxxxxx, Title Will Go Here Lorem Ipsum Dolor Sit, Company Name Lorem Ipsum
4:30 pm – 5:00 pm Administrative Presentation
Kellogg Global Hub, White Auditorium
5:00 pm – 6:00 pm Break
6:00 pm – 7:30 pm Dinner and Executive Speaker Series
Kellogg Global Hub, White Auditorium
Xxxxxx Xxxxxxxxxx, Title Will Go Here Lorem Ipsum Dolor Sit, Company Name Lorem Ipsum
Saturday, Month XX
7:30 am – 8:30 am Breakfast
8:30 am – 10:00 am Morning Session
Kellogg Global Hub, White Auditorium
WELCOME:
Xxxxxx Xxxxxxxxxx, Title Will Go Here Lorem Ipsum Dolor Sit, Company Name Lorem Ipsum
SPEAKER:
Talk Title Here Lorem Ipsum Dolor Sit Amet in Simulomnes
Xxxxxx Xxxxxxxxxx, Title Will Go Here Lorem Ipsum Dolor Sit, Company Name Lorem Ipsum
10:00 am – 10:15 am Break
10:15 am – 11:45 am Lorem Ipsum Dolor Sit Amet in Nec Simul Omnes Efficiendi
Kellogg Global Hub, White Auditorium
MODERATOR:
Xxxxxx Xxxxxxxxxx, Title Will Go Here Lorem Ipsum Dolor Sit, Company Name Lorem Ipsum
EVENT NAME HERE
Styles
Current style:
Event Name
New Style...
Select All
Apply a style:
Clear Formatting
Body Copy
Calendar text 2nd line
Event Name
Event Sub Heading
Normal
Speaker Bio
Speaker Name
Speaker Title
Calendar Header
Calendar Text
No Spacing
Heading 1
Heading 2
Title
Subtitle
Subtle Emphasis
Emphasis
Intense Emphasis
List: Recommended
Show styles guides
Show direct formatting guides
Page 4 of 10
2158 words
English (United States)
97%
Body Copy
Calendar Header
Calendar Text
Calendar text 2nd line
Italicize location
Bold session title and change font color to purple
Bold speaker names




## 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** with instructions below.

Paper: please use card stock for the front and back cover, regular text weight for the inside pages

Color: print double sided in full color

Page count: XX pages including cover

Binding: Spiral bound — white wire if available, if not, black is OK

Provide delivery address and chart string #.