EVENT TOOLKIT

MENU & AGENDA CARD TEMPLATE USER GUIDE

This Word template is for creating a two-sided menu and agenda card.

Editing the file:

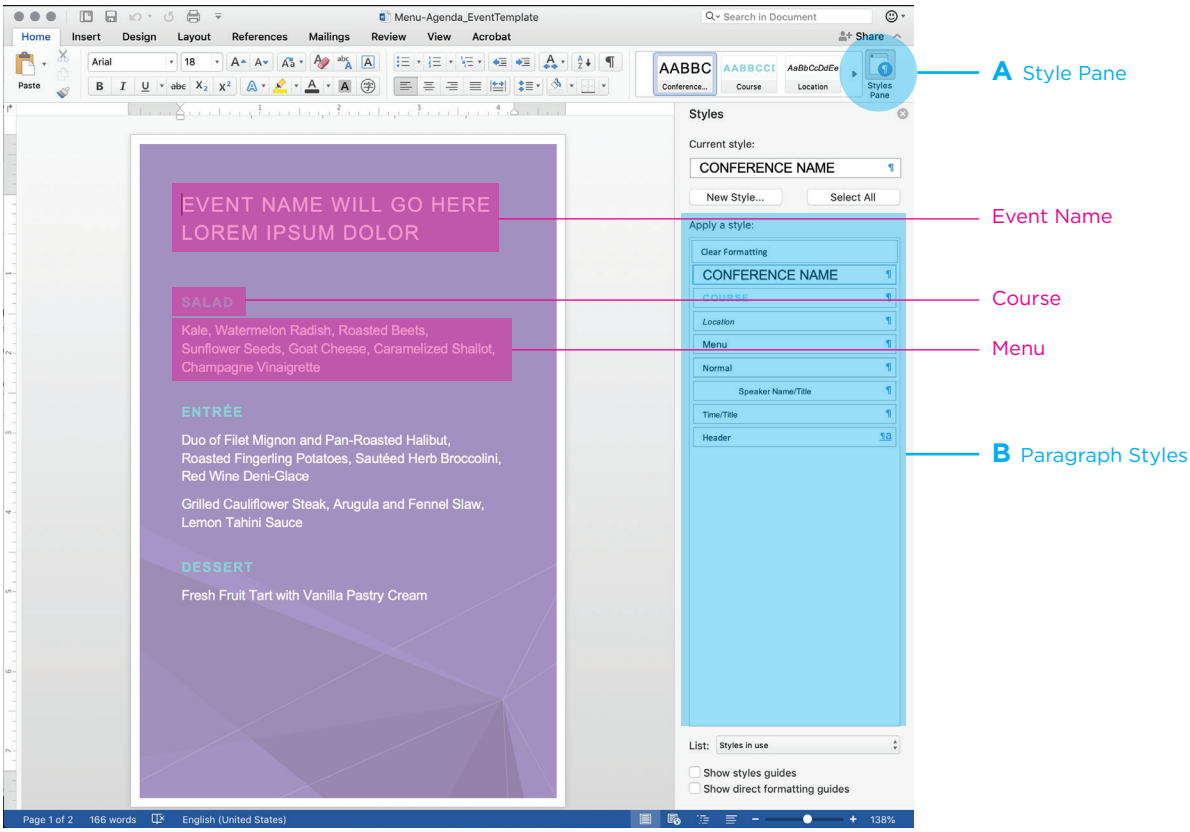
1 Open the Word Document

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)

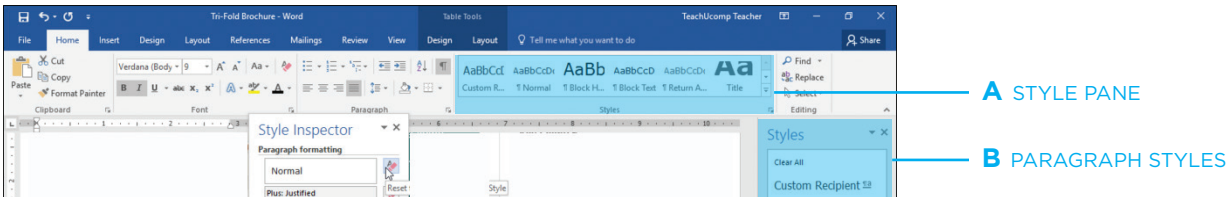
3 Insert your copy into the content fields. If the font style changes from the style that was originally in the template, you’ll be able to apply the correct style by clicking in the style pane.

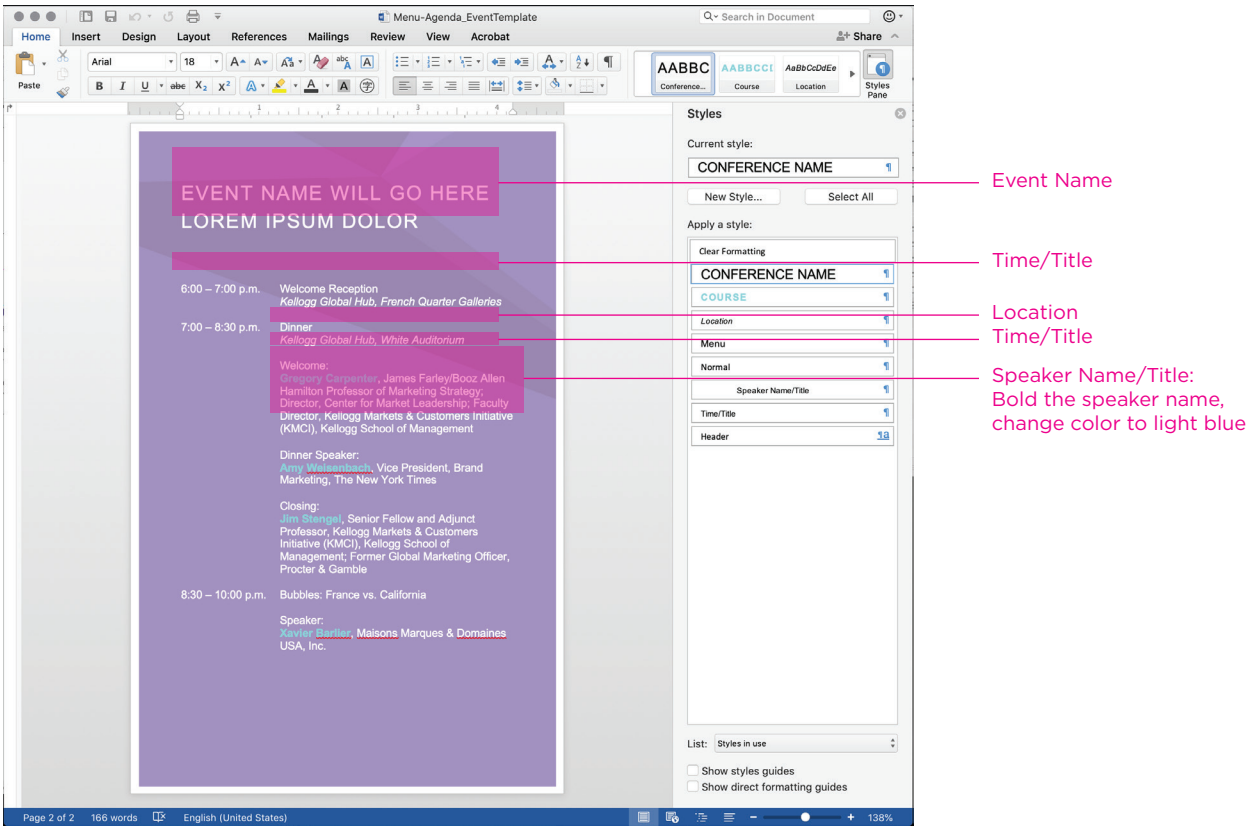
To apply style to a paragraph, make sure your cursor is somewhere in that paragraph and simply click on the style name (in section B) you want applied. The style of the paragraph will automatically change to the correct style.

Mac



PC





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.

Size: 5.5”x8.5”, printed two sided

Paper: thick card stock

Provide quantity, delivery address and chart string #.