

# LCCC Self Service Templates

These templates are for LCCC programs and events to advertise on campus.

## Template Use

You may make some changes to these templates to meet your needs. However, you must keep:

- **LCCC colors**

**Blue:** Red=0, Green=75, Blue=133

**Yellow:** Red=241, Green=203, Blue=0

To alter the colors to these specific colors, first highlight the area. Click on the appropriate color selection button in the menu (font color, background color), and select “more colors” and then the “custom” tab. Input the numbers above in the corresponding boxes.

- **Fonts**

With the exception of the title/headline font, please keep the remaining fonts in the templates as they are set. (Palatino is LCCC’s standard font.) The title font may be changed to help convey the type/theme of event or program.

- **Logo**

You may change the location of the logo on the piece. However, you may not delete. The logo is required to be on the piece to be distributed/displayed on campus. Make sure you hold the Shift Key and resize the logo from a corner to maintain the correct proportions.

- **Nondiscrimination Statement (NDS)**

Similar to the logo, you may change the location of the NDS. However, you may not delete it. The NDS is required to be on the piece to be distributed/displayed on campus.

## Text Tips

- Keep it short. Hit the Who, What, When, Where, Why and for more information.

## Photo Tips

Each template includes space for images.

- **Please be aware of copyright laws.** You may not grab images from the web without permission to use them. If you do not have an appropriate image to use, Public Relations has provided a general photo gallery that you may download and use in these templates. If you’re still having trouble finding an image, please contact PR, and we can help you.
- To change an image in the template, right click on the image and select “change photo.” Then select your image from your computer. (Do not do a web image search.)
- To alter the photo to fit the space, you may need to crop it. Right click on the photo and select the “crop” option. Slide the adjustment bars on the top, bottom and sides to crop the photo as needed. Once you are finished cropping, you can shrink or enlarge the overall photo. Make sure you hold the Shift Key and resize an image from a corner to maintain the correct proportions.

## Questions

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