

01

Please download the Adobe [InDesign](#).

02

Please download institutional fonts [here](#).

Our institutional fonts are:

Primary fonts: **Whitney**

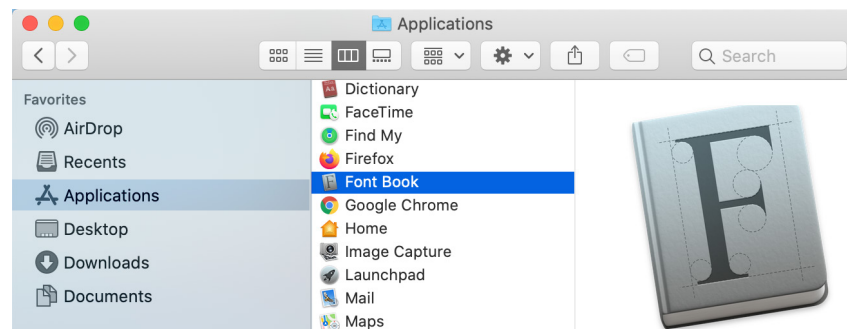
Secondary fonts: **Guardian Egyptian**

These are available for free to UBC faculties and staff:

brand.ubc.ca/guidelines/downloads/ubc-colour-and-fonts

PC users: Once you download the fonts, select all of them, right click and install. It will load automatically in Adobe softwares.

MAC users: Once you download the fonts, add all to Font Book (available in Applications).

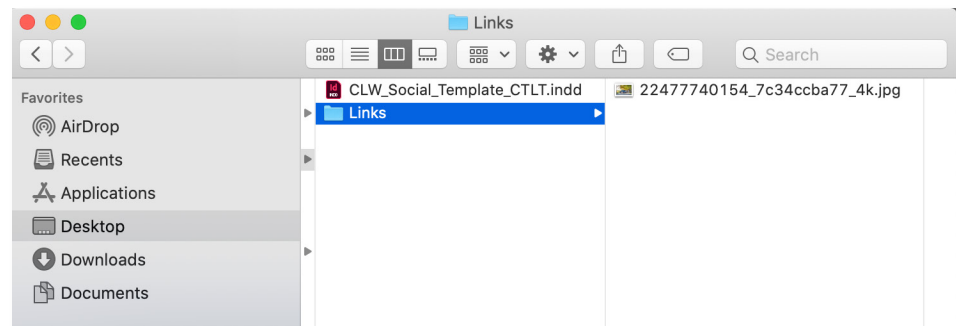


03

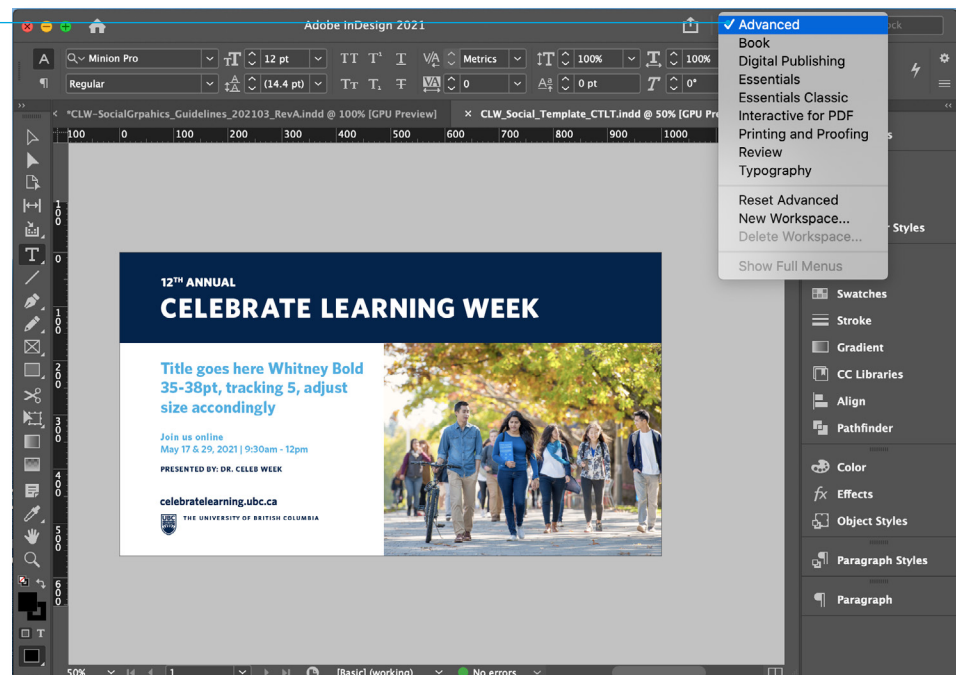
Setting up files:

Open the template in InDesign and rename the file. Make a folder for images you would like to replace and name this folder, 'Links.'

Keep this working InDesign file near by.

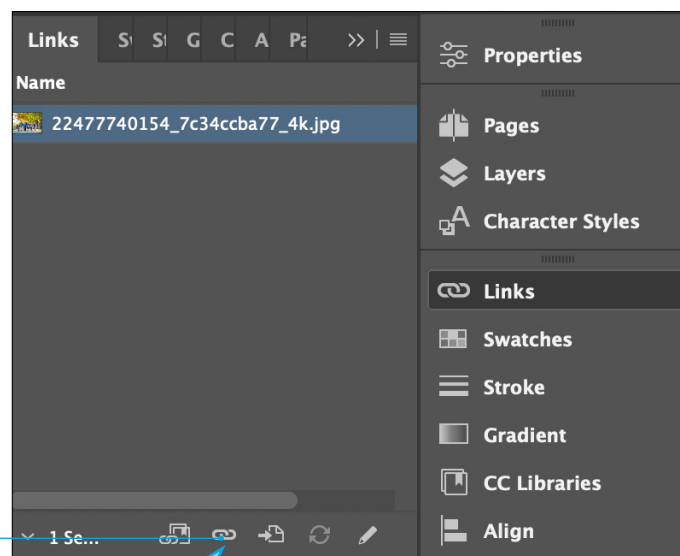


Choose 'Advanced' workplace
Window/Workplace/Advanced

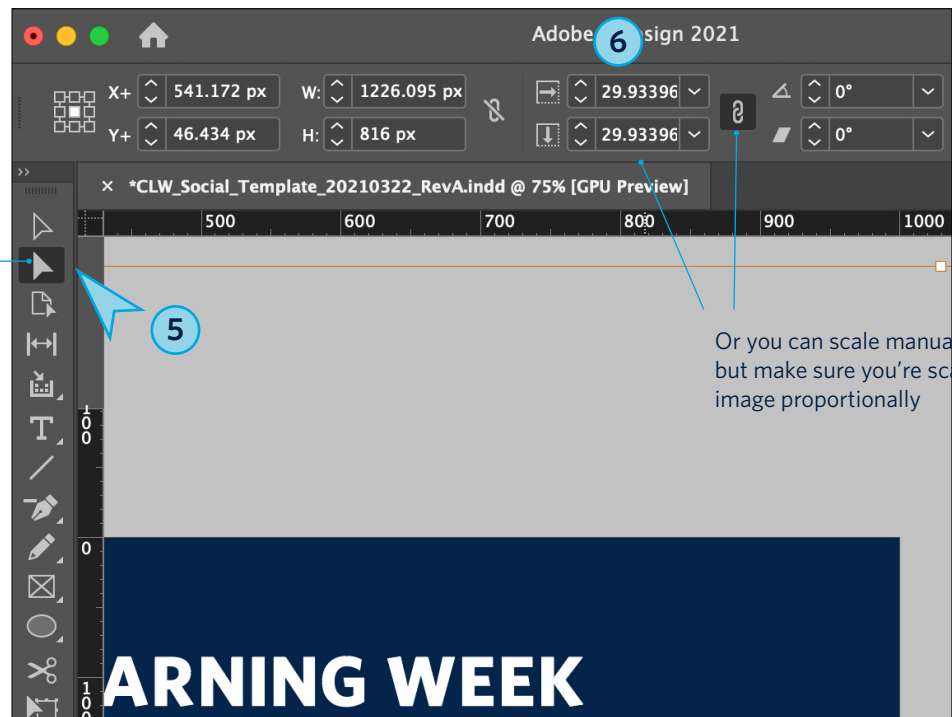
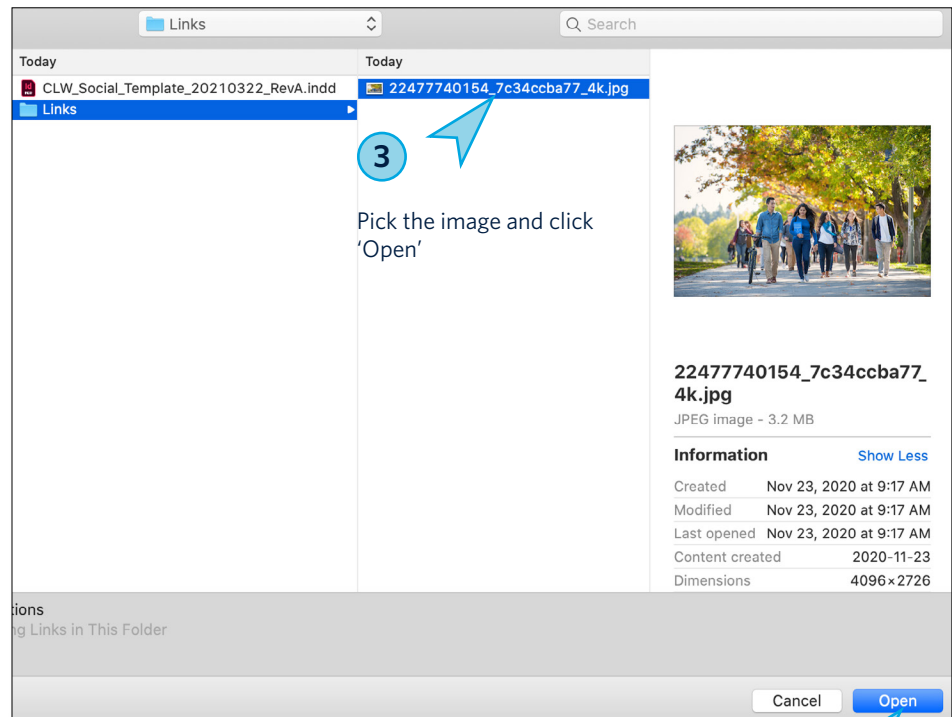


04

Changing image:
Click on the image and find Links button.



Click this to find the image
you chose



05

Changing text:

Please keep the header, url and the logo positioning. You can edit the title, date, time and the list of presenter's names.

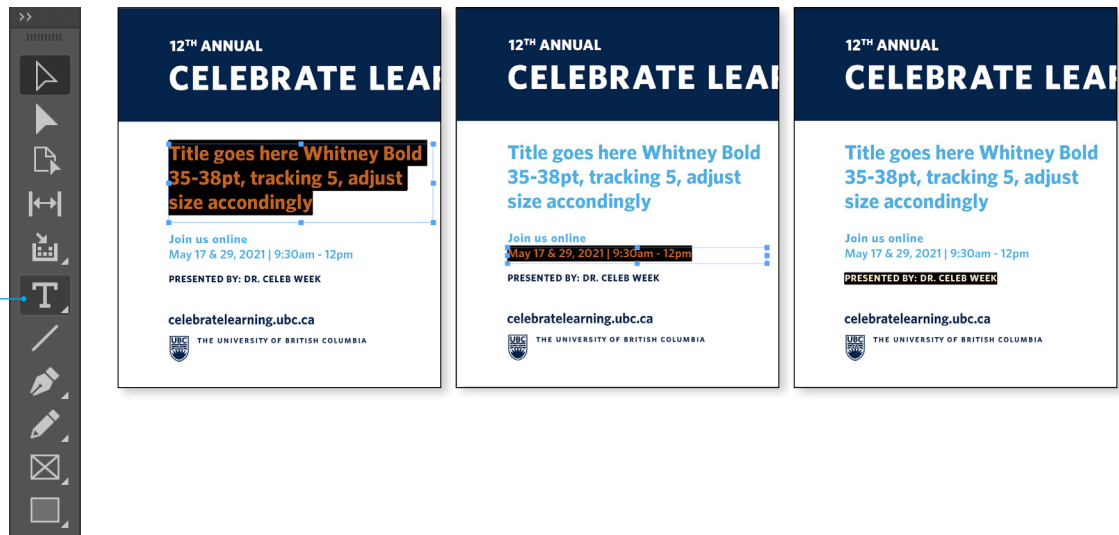
Keep this

Keep this



Highlight the text then change the copy.

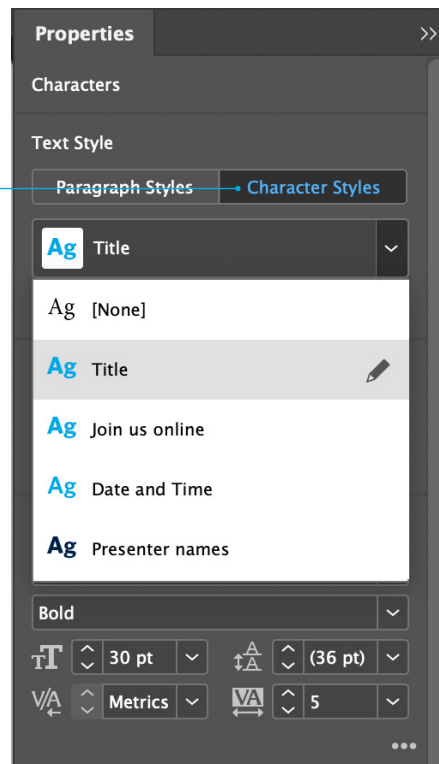
Select Type Tool then highlight the text



Character Style:

If you lose the font style, highlight the text then use 'Character Styles' to style back.

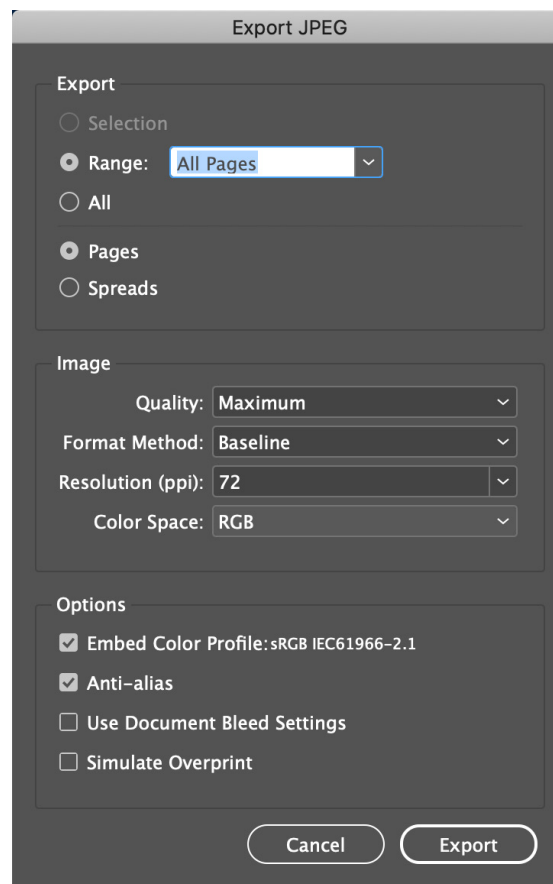
Text colour, size, tracking,
and leading are set up here



06

How to export:

File ⇒ Export ⇒ Format: JPEG ⇒ Save ⇒ Resolution: 72 ppi, Colour Space: RGB ⇒ Export



07

Package the file:

File ⇒ Package ⇒ Copy Fonts, Copy Linked Graphics, Update Graphic Links in Package

08

Any questions? Please contact at:

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