CREATING YOUR GRADUATES OF TEXAS PAGE

STEP 1: OPEN YOUR TEMPLATE

Download your **.indd** (latest version) **OR .idml** (for previous versions) template folder at **graduatesoftexas.com/templates**.

STEP 2: LAYOUT YOUR PAGE FOR THE PRINTED GUIDE

Follow these tips to layout your page. The article text and images provided in your files will also be used by TSM to build your webpage.

TEXT

- **Word count:** 450 to 500 words.
- **Fonts:** please use only the fonts provided for your headlines and body.
- **Font size:** the headline type should be no larger than 36 pt and the body should be no larger than 9 pt. Headlines may span the width of page.
- **Page numbers:** leave your page number as the "X." We will fill that in.

IMAGES

- 2 photos are recommended, but you may elect to only use 1 to allow more space for text in article
- Feel free to rearrange photos in the layout.
- Use photos of your facilities, faculty, and staff.
- Photos and images should be **300 dpi** and **CMYK**.
- No logos can be used in the articles. Logos can be included in ads.

STEP 3: DELIVER YOUR FILES

Once you are finished creating your pages, package the .**indd** file (choose File >Package (include **.idml** file)) and return the packaged folder to your sales rep.

CONTACT

We are happy to help with your pages!
Please email **creative@texasstudentmedia.com** with any questions.

Template: Horizontal Ad

Template: Vertical Ad

FROM TEMPLATE TO LAYOUT:

Horizontal Ad Print Example

Vertical Ad Print Example

The University of Texas at Austin
Texas Student Media
Moody College of Communication