**Instructions:**

* **Fonts:** For all headings/san serif text use Frutiger. Body text is Minion Pro. If you do not have these fonts, they can be found in the “Fonts” folder. Font size should not be smaller than 9pt.
* **Photos:** To change the photos, follow these steps:
  + - Save any photos you want to use in the “Assets” folder.
    - Select the photo/box you want to replace.
    - Go to the “Shape Format” tab up top.
    - On the far right, click on “Format Pane”. This will open a menu on the right side of the screen.
    - Select the paint bucket tab. Under “fill”, select “Picture or Texture fill”.
    - Under “Picture Source” select “Insert” and navigate to the “Assets” folder and select a photo.
    - Resize/crop image if needed.
* **Colors:** UTA Blue and orange to be used as main colors. Minimal use of secondary colors. Do not use orange text on any color or white text on orange. That color combination is not accessible.
  + Colors can be found under the color palette tab. To load the UTA brand colors to the “Color Palettes” tab, follow these steps:
    - Select an object, go to the “Shape Format” tab at the top.
    - Click on the “Shape Fill” icon.
    - Click “More Fill Colors”.
    - Go to the third icon from the left. This is the “Color Palettes” tab.
    - Click on the three dots next to the drop down menu and select “Open”.
    - Find the “UTA Colors.clr” file provided in the “Assets” folder and hit “Open”.
    - Now you have the UTA colors loaded to Word. (Note: This will only load the color palette locally. You will have to repeat these steps on every computer.)