

Instructions for editing your Cover File in Microsoft Word

How to CHANGE:

Text	p1
Font Color	p2
Font Size	p3
Font	p4
Background Color	p5-6
Image	p7

Cover Text is already located in the final position for printing. To change text, click anywhere in the text area and make your change.
WARNING: what you change is what will print.

Sample_Cover.doc (Compatibility Mode) - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Font: Times New Roman, 10, Bold, Italic, Underline, Text Color, Background Color, Paragraph: Bullets, Numbering, Indentation, Paragraph Style, Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Change Styles, Find, Replace, Select, Editing

Randolph Bergram-Doe is a native of Austin, Texas and has lived in Portland, Oregon since 1996. Since 2008, Randolph has been District Executive for Youth Outreach and responsible for the success and growing program at the Boy Scouts of America in Portland. His background and focus on community collaboration has led him to a number of volunteer opportunities and community leadership roles. Randolph received his Bachelor of Science in Computer Science and Astrophysics at The Massachusetts Institute of Technology and a Masters in Mathematics and Galactic Particle Interaction at Oxford University in England.

YOUR UNIVERSITY EMBLEM GOES HERE

Mathematical Models of Quantum-Based Intergalactic Warp Drive Emissions and Interaction with Dark Matter Molecules

Randolph Bergram-Doe, Ph. D.

Department of Astrophysics
The University of Ivey

2018

Page: 1 of 1 Words: 120 75%

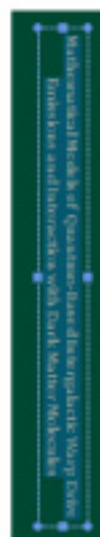
Change Font Color

p2

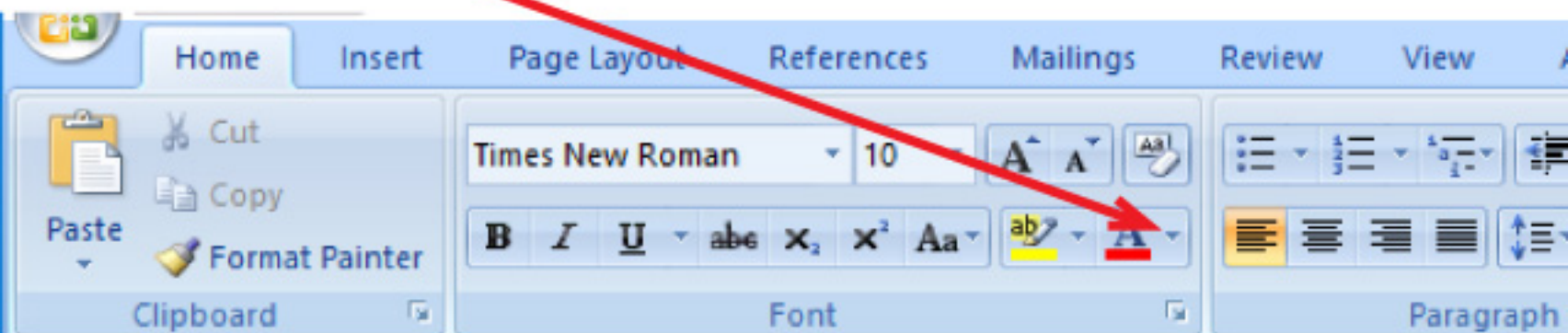
STEP 1: Highlight the Text you want to change color. Do this by clicking on the beginning of the text, hold down left mouse button and drag mouse to the end of the text. Text will then be highlighted in blue as shown below.



or



STEP 2: Click on the Down Arrow next to the Font Color tool and choose the new Text Color that you want.



Repeat STEP 1 and STEP 2 to change Text Color in other areas of the cover.

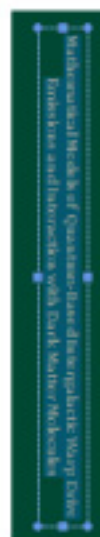
Change Font Size

p3

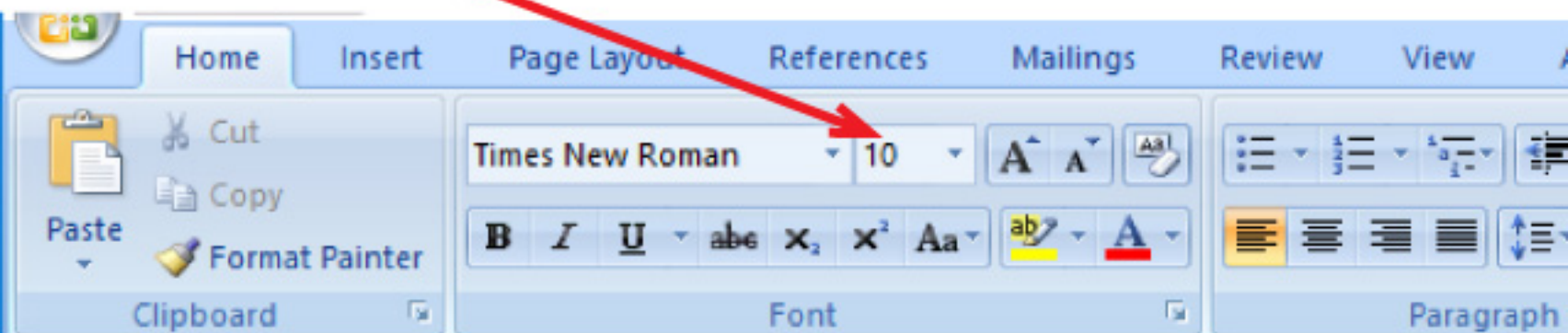
STEP 1: Highlight the Text you want to change the size. Do this by clicking on the beginning of the text, hold down left mouse button and drag mouse to the end of the text. Text will then be highlighted in blue as shown below.



or



STEP 2: Click on the Font Size tool and enter the font size that you want.



Repeat STEP 1 and STEP 2 to change Text Color in other areas of the cover.

WARNING: We do not recommend that you change the Font. Our computers may not have the same font that you choose on your computer. If you change the font to one that we do not have, our system will replace it with the font that we have. You may not be happy with the results.

You can safely change the Font to Arial, Times New Roman, Calibri, and other fonts that come with Microsoft Word.

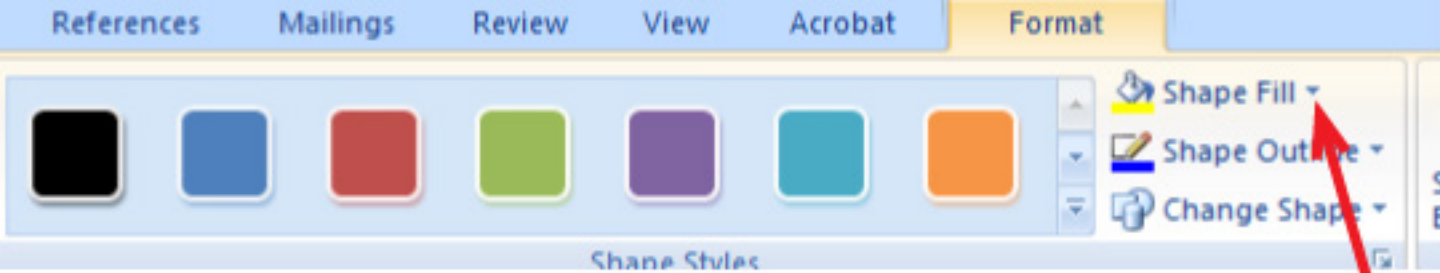
Mouse pointer will now show 4 more arrows

also

Format Tab will appear in toolbox



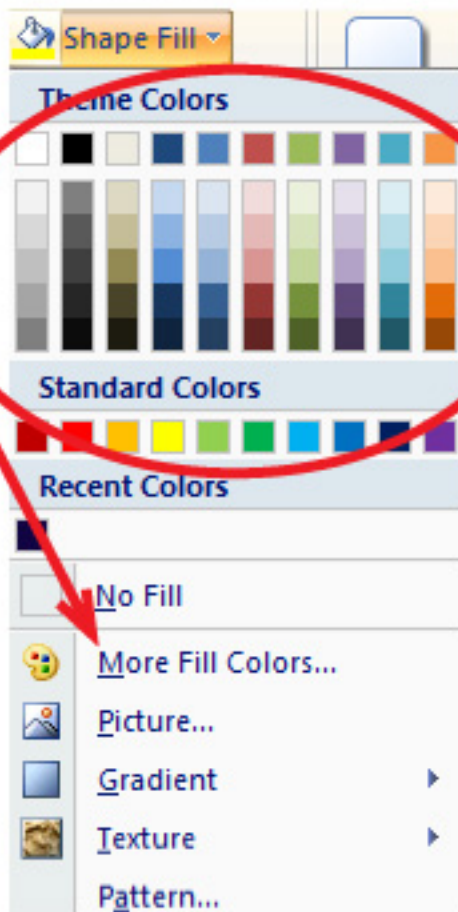
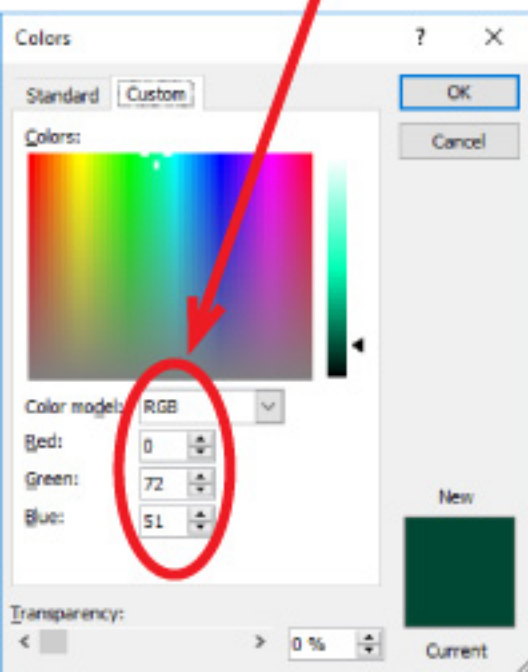
STEP 2: Click on the Format Tab to reveal the color palette below



STEP 3: Click on the new color that you want or choose from more colors by clicking down arrow next to Shape Fill tool

Click on the color you want here.

If you can't find the color you want, click on More Fill Colors... to open the Color Picker tool and enter the RGB value of your color here



Change Image

p7

We do not recommend that you change the image. Deleting the existing image will mess up the formatting and you may not be able to fix it.

If you want to change the image, send us the file for the image and we'll do it. **WARNING: sending a new image will add more days to your turnaround.**