**Click to insert Heading [Arial 16pt Bold i­n Black or TUT Red]**

*Click to insert Sub-heading [Arial Italic 14 pt in black or TUT Red]*

Click to insert body text [12pt Arial in black only]. Use a combination of **bold**, ***bold italic***, *italic* and underline styles for emphasis. Do not use any other colours other than blue for accentuation and in headings or sub-headings only.

Always click to type into the text boxes created here and not directly within the document. The latter will result in the type running outside the template frame, header or footer.

*How to output the document for publishing:*

Once you have composed the announcement. Follow the steps below to publish the announcement:

1. Select the **File** menu at the top of MS Word and select ***Save as***.
2. Choose **PDF** from the *Format* drop down menu.
3. Choose a destination to save your file e.g. *Desktop* and **Save** your file.
4. E-mail only the PDF file for publishing to Webmail.

Good luck and enjoy the template.