

# UND MUSIC

## DESIGN TEMPLATES

## TEMPLATES

### PROGRAMS:

[8.5x11 Full One Page](#)

[8.5x11 Full Two Page](#)

[8.5x11 Half Fold](#)

### POSTERS:

[8.5x11 Poster](#)

## INSTRUCTIONS

### PLEASE NOTE

- *Do not* attempt to remove any locked elements.
- *Do not* change fonts. Licence free fonts that UND permits in design are **Oswald Medium**, Nimbus Roman No9 L, and Arial. For those with Macs, Helvetica Neue can be used in place of Arial.
- If you find a template is not working for your needs, please notify Kelly Jordet, [kelly.jordet@UND.edu](mailto:kelly.jordet@UND.edu). Under certain circumstances, an alternate can be designed.

### REPLACING A PHOTO

- With your design template file open, select the Uploads icon in the left menu. Click Images tab and select the Upload files button. Upload files.
- Select the original photo in the template, drag the new photo into the area of the original photo. Double click photo to position in frame.

## SAVING A FILE

- To save a design, first, rename it in the top menu. You can also rename it under the File tab.



- Next, select either **Save** or **Move to Folder**. If you choose Save, your design file will be saved to **Your Projects**. If you choose Move To Folder, you can specify a folder location or create a new one.

## DOWNLOADING A FILE

- Click on the Share tab on the top right.
- From the Share menu, you can download your design in different file formats with the ability to adjust the file size and other options when relevant.