Brochure and Other Document Templates

Important Notice

By using these templates, you are agreeing to not change the font or colors provided. These aspects of the templates are in accordance with the university’s brand guidelines and are required to be used. Failure to comply with these guidelines will lead to your materials being taken out of circulation, removed from bulletin boards and monitor slides, etc. If you have a question regarding this, please contact the Office of Marketing and Communications.

Research Posters - NEW

Your Poster Title Goes Here: You Can Make the Text a Bit Bigger or Smaller If Necessary

First Name Last Name, Title: First Name Last Name, Title
Department of NAME

Introduction (Arial)
None. Use Arial as the font for the entire document. Arial is 46 pt. to 30 pt. in size.

Design Tips
- Make the title large, bold and easy to read.
- Use a larger font size for the body text.
- Include images to break up text and make the poster more engaging.

Sample Layouts for Images & Captions

How to Add Images & Diagrams
- Insert an image into your poster using the ‘Insert’ or ‘Image’ function.
- Scale the image to fit the space allotted.
- Ensure the image is clear and of high quality.

PowerPoint Tips
- Use simple, clean slides.
- Include a title slide and a closing slide.
- Avoid using too much text on one slide.
- Use bullet points for information.

More PowerPoint Shortcuts
- Use shortcuts to navigate through your slides.

Flyer

Monitor Slide
Brochure

About Your Department, Program, or Faculty

When the brochure is mailed, it will be the back page. This is when the department highlights their program or department should be heard.

Alternatively, this could be an appropriate place to describe the program's mission or the services offered. This could help to create a cohesive and relevant message.

**IMPORTANT**

If using this template, you are agreeing to not change the footer or style provided. Please use in accordance with the university's best practices and recommendations for mail. Failure to comply with guidelines could result in your materials being taken out of circulation. Review the style guide for program, department, or organization.

NAME OF PROGRAM

Subheader (if needed)

Brief information about the program or department. This will not exceed two sentences.

CONTACTS

Appropriate contact information

Email: programdept@utexas.edu

Phone: (512) xxx-xxxx

College of Education

Information about your department, program, event, etc.

College of Education

Department of

Email: youremail@utexas.edu

Phone: (512) xxx-xxxx

education.utexas.edu

Postcard

TEXAS Education

The University of Texas at Austin

College of Education

Information about your department, program, event, etc.

College of Education

Department of

Email: youremail@utexas.edu

Phone: (512) xxx-xxxx

education.utexas.edu

Postage Area

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