Resources for Research Deliverables

> ⓘ Editing Assistance
>
> For general questions about deliverables and requests for editing services, please contact Sarah McGavick at 512.232.3128 or **send an e-mail**.
>
> Graphics Assistance
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> For information about graphics for a deliverable or for assistance with PowerPoint presentation slides, contact Ashley Williams at 512.232.3085 or **by e-mail**.

Publication / Report Templates

- Alternative Text Guidelines (word document,434 KB).
- RTI Monthly Progress Report (Excel document, 21 KB). `V. 02.08.21`
- Report template with complete instructionsblocked URL(Word template, 1214 KB): *Essential document for creating a report; provides full set of styles and detailed instructions.* `V. 11.12.20`
- Product cover pageblocked URL (Word template, 70 KB): *Required first page for all products.* `V. 09.19.19`
- Tech memo templateblocked URL (Word document, 84 KB). *This template is a suggested guideline; RTI has no required template for tech memos.* `V. 09.19.19`
- Project Summary Reports (PSR) blocked URL (Word document, 17 KB). `V. 09.19.19`

- ### 1.1 PowerPoint Presentations
  - Standard CTR-Branded PowerPoint Presentation Template (4:3 aspect ratio. Requires Microsoft PowerPoint, .potx)
  - Widescreen CTR-Branded PowerPoint Presentation template (16:9 aspect ratio. Requires Microsoft PowerPoint, .potx)

  ### 1.2 Conference Posters

  Use of CTR-branded poster templates are highly encourage. These templates are required for the annual CTR Symposium, where all posters must conform to the 72" x 36" size. Projects supported through CTR must include CTR branding. Poster header may be adjusted to use FSEL, UTC, or other wordmarks or logos.

  - CTR-Branded Poster Template for MS Publisher (.pub, 72 x 36 banner size.)
  - CTR-Branded Poster Template for MS PowerPoint (.pptx, printing at 200% = 72 x 36 banner size.)

    blocked URL

  ### 1.3 Handouts
  - CTR-branded Word document (Requires Microsoft Word, .docx)

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- CTR letterhead.docx