Directions

1. Make sure you have installed TitilliumText fonts on your computer. (Titillium is the official CWRU font.)

2. Be sure to keep the gray “open frame” outline. (This is another university branding visual guidelines element.)

3. Insert text and images into the text boxes provided without going beyond their borders, as doing so may alter formatting.

4. Text may be superimposed on an image by creating a new text box (in the “Insert” menu) and then dragging it on top of the picture. Within the text box, select an appropriate text color that will be visible over the image (usually white).

5. Adjust font size and formatting as appropriate.

6. Send to FedEx in Thwing Center for color printing.