Guide to using templates

Using the templates makes it easy for you to use our brand consistently and helps build our brand. It means that we all use the same fonts, text size, colours and styles, such as headings and bullets.
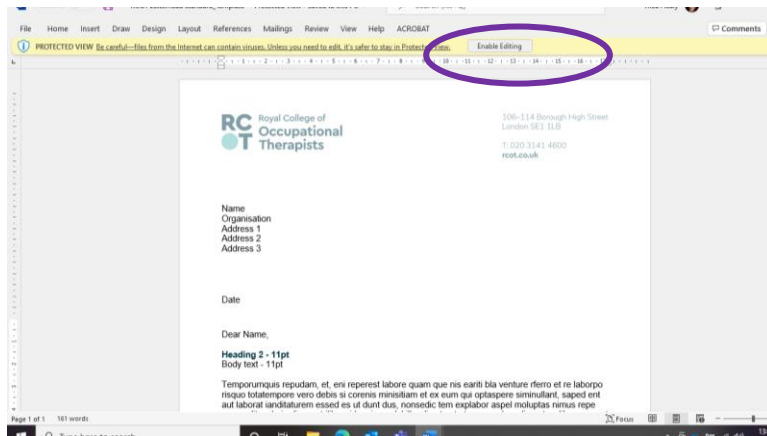
Have a look at the brand book for more information about the brand and fonts.

First step is to download the templates from the Brand Hub.

Word templates

Saving the standard document and letter templates

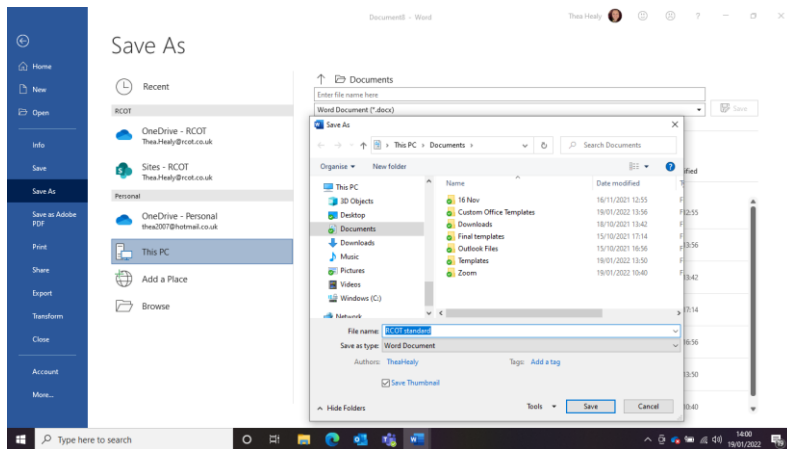Open the file you downloaded and click **Enable Editing**.

Next save the file:
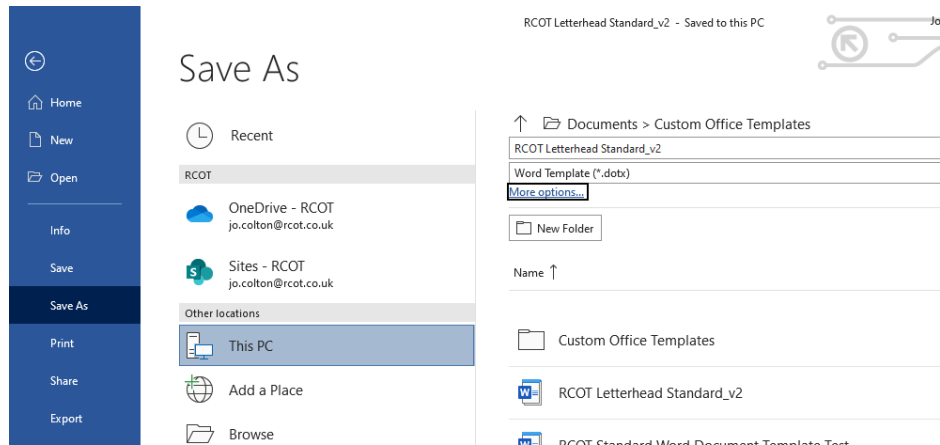Click **File** – **Save As**
Then select the location: **This PC - More Options - Documents - Custom Templates**
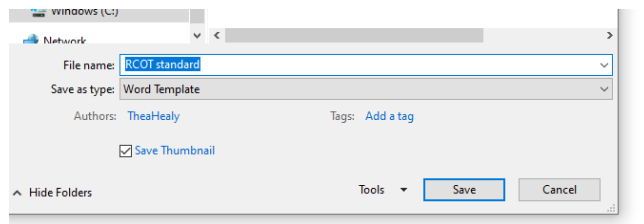And name the file: **RCOT standard**

In the **file type** box select **Word Template (*. dotx)** from the drop-down list.

This stops you overwriting the template each time you use it.

Click on more options
Then tick the **Save Thumbnail** option
And **Save**.

This means the new template will appear as a thumbnail for easy access when you next want to create a new document using **File** > **New**.

Using the standard document template

This is the template for creating a standard word document and sets out options for basic style elements such as headings, bullets, tables, page numbers and footers.

The header with logo is included but you can remove this by clicking into the header and deleting it. You can also remove the footer and page numbers if not required.

The template shows you the style elements you can apply such as size of heading, type of bullet, style of table etc.

If your document is more than one page, the continuation logo will appear as in this document. You can delete this by clicking into the header.

Opening and using your word templates

Go to **File** > **New**
The first time you open the templates you'll need to go to **Personal**
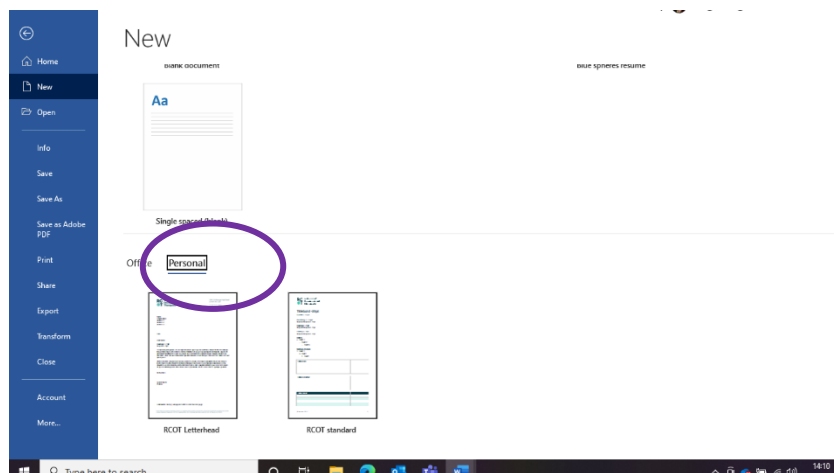
After that they should appear along the top. This does depend on how many templates you regularly use, but if they are not in the top row you'll find them under **Personal**.
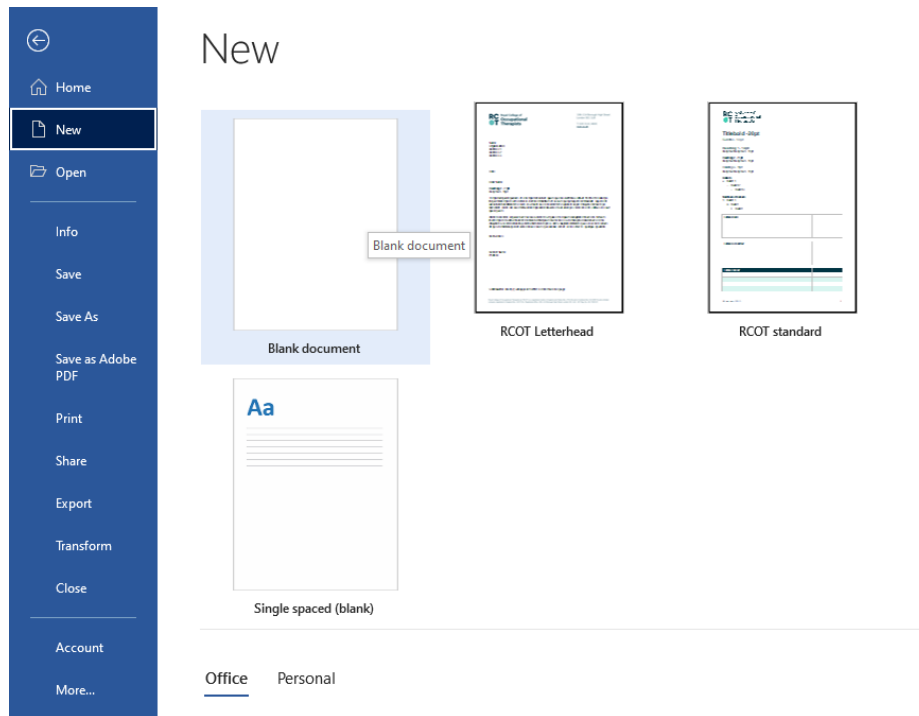
When you go into the template you can start typing and delete the text showing the various styles. While you familiarise yourself with these styles you may find it helpful to keep the text and delete after you no longer require style options or have finished your document.

Applying text styles

For text styles, you can apply these by highlighting the text or heading and clicking on the **Styles** pane at the top of the screen for options for size of heading, bullet etc.
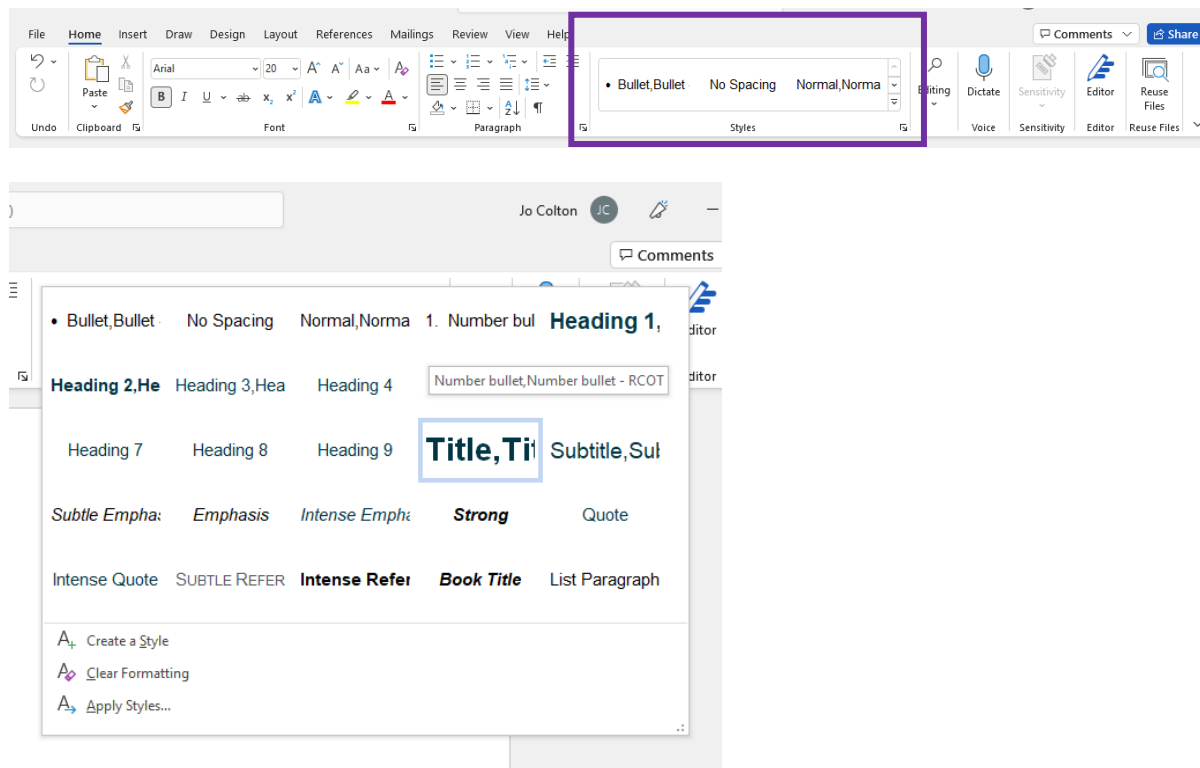
You will see other styles included in addition to the RCOT styles as these are fixed and cannot be removed. Please only use the RCOT styles set out in the template.

Table styles

For a table, create a table in the usual way by using **Insert Table**. Highlight your table and select the **Table Design** tab in the **Table Styles** pane at the top of the screen to select and apply the style you require.

RC · OT Royal College of Occupational Therapists
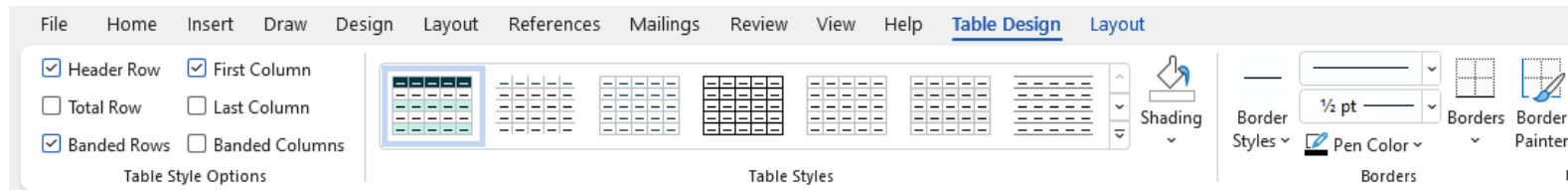
Branches document – guide to setting styles

Branches
Top right corner

Logo
Top left corner

Style setting
'Title - RCOT'

Style setting
'Heading 1 - RCOT'

Style setting
'Bullet - RCOT'

Style setting
'Number bullet - RCOT'

Table design
'Table plain'
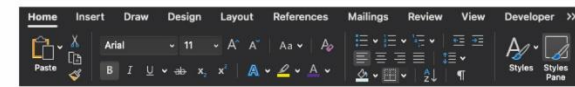
Table design
'Table no border'

Table design
'Table colour'

Footer
Auto date and page no.

RC · OT Royal College of Occupational Therapists

Children, young people and families

Title bold - 20pt
Subtitle - 14pt

Heading 1 - 14pt
Body text body text - 11pt

Heading 2 - 11pt
Body text body text - 11pt

Heading 3 - 11pt
Body text body text - 11pt

Bullets
- Bullet 1
  - Bullet 2
    - Bullet 3

Numbered bullets
1. Bullet 1
   a. Bullet
      i. Bullet

Table plain

Table no border

Table colour

21 January 2022   1

Home | Insert | Draw | Design | Layout | References | Mailings | Review | View | Developer »
Paste | Arial | 11 | A A Aa | B I U ab x₂ x² A A A | Styles Styles Pane

How to open Styles pane
Home tab > Styles pane icon

How to set a style
1. Open the Styles pane
   Home > Styles pane icon
2. Highlight your desired text
3. Within the Styles pane,
   select the desired formatting

Apply a style:

Clear Formatting
• Bullet,Bullet - RCOT
Normal,Normal - RCOT
1. Number bullet,Number bullet - RCOT
Heading 1,Heading 1 - RCOT
Heading 2,Heading 2 - RCOT
Heading 3,Heading 3 - RCOT
Title,Title - RCOT
Subtitle,Subtitle - RCOT
Footer,Footer - RCOT

Style setting
'Heading 2 - RCOT'
- Set in 11pt bold, RCOT dark teal

Within the Styles pane, select styles in use to highlight those styles used in the document.

List
- Recommended
- ✓ Styles in use
- In current document
- All styles

Acrobat | **Table Design** | Layout

How to set a table design
1. Select the table
2. Select the Table Design tab
3. Highlight the whole table
4. Within theTable Design pane,
   select the desired formatting

We have set a few specific styles for RCOT standard word documents, For consistency, please use these styles:
- **Heading 1** - RCOT
- **Heading 2** - RCOT
- **Heading 3** - RCOT
- **Title** - RCOT
- **Subtitle** - RCOT
- **Normal** - RCOT **(body text)**
- **Bullet** - RCOT
- **Number bullet** - RCOT
- **Footer** - RCOT

Using the letterhead template

The text boxes set where the address, date and recipient's name need to go. Don't move these boxes, they ensure the text is lined up with the logo.

You can include a heading or subject, if you don't want to just delete the text.

You can apply the same styles that are in the standard document.

Delete the Latin sample text included as a guide and add your own text.

If your letter is longer than one page, the continuation logo will automatically appear if you click onto the next page and carry on writing your letter.

PowerPoint

Saving the template

Open the file you downloaded and click on **Enable Editing**.
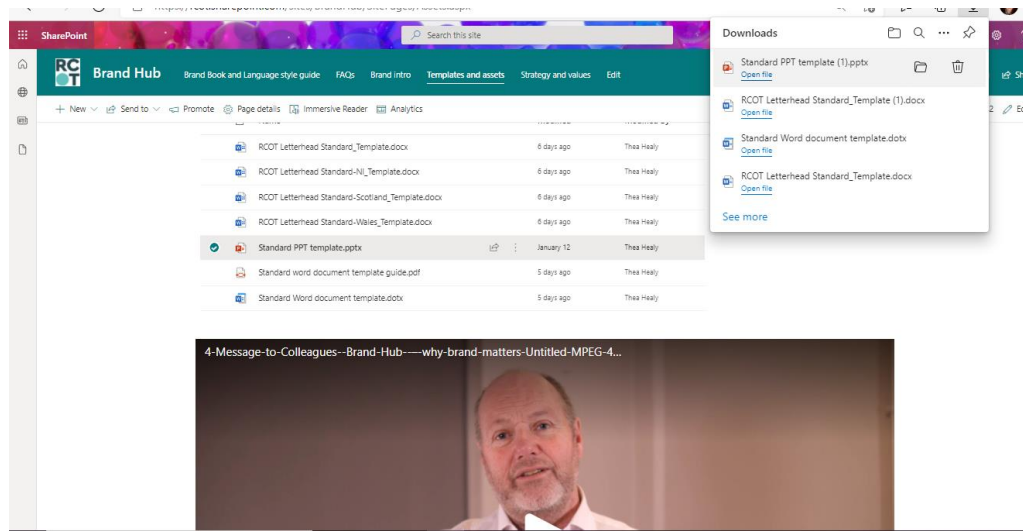
To save the PPT template onto your computer, use **Save As** and select **PowerPoint template (.potx)** as the file type.

This should mean that the template will be automatically saved in **Custom Office Templates.**

But double check – that they are saved in the right place (see details under Saving Word document)

Using the template

To use the PPT template for a new presentation, click **File** > **New**
The first time you use it you'll need to go to **Personal** to find it
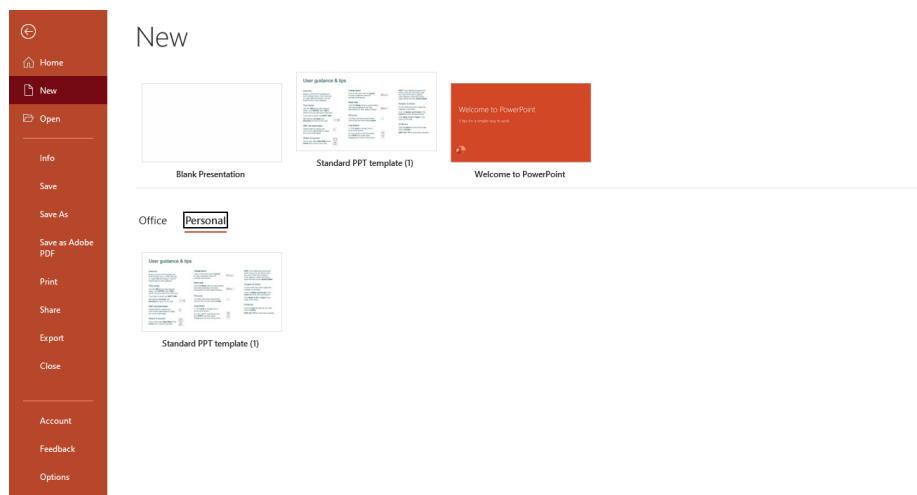
After that it should appear in the top row – if it doesn't you'll always find it under **Personal.**
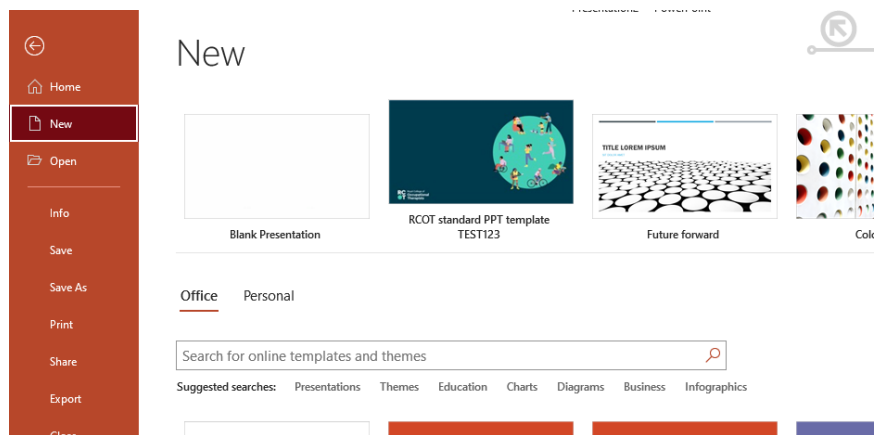
The template document gives you branch title, agenda and section slides as well as a variety of different slide options for text and images. Select the most appropriate slides for your content. For example, some slide layouts have more space to accommodate text heavy content. Other slides work better when you have less text. Where possible, try and avoid using too much text – less can be more with presentations!

To find and insert the relevant branch name title slide, click on **New Slide.** There are two title slide options – with the hero O graphic and plain.

As well as using the selection given in the template you can also insert additional slides by clicking on **New Slide** and then the slide you want.

More guidance and tips are included in the PPT template. Remember to delete the guidance slide and any others you don't use when you've finished. Refer to the brand book for guidance including using the illustrations and photography.