

# **Guidelines**

## Aarhus University's Word templates

Updated on 13 May 2014



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## Introduction

The university's template system ensures that letters and other document types are laid out in accordance with the university's design guidelines, and always consistently. Dialogue boxes are used to enter the required details, which are then automatically inserted correctly in the documents, allowing you to concentrate on the content.

The styles used in the templates are AU Passata, Georgia and AU Peto (AU Peto for logo and fifth element).

The way in which styles, font sizes, line spacing and margins relate to one another has been carefully considered, **so please do not add your own designs to the templates.**

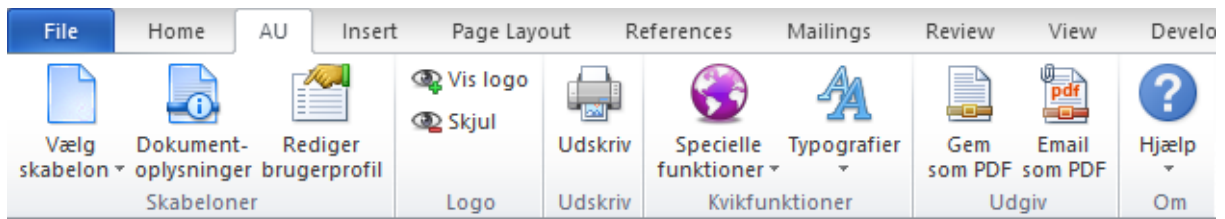
TIP:

Use F11 to move from one field to the next. Do not use the tab key, unless otherwise indicated.

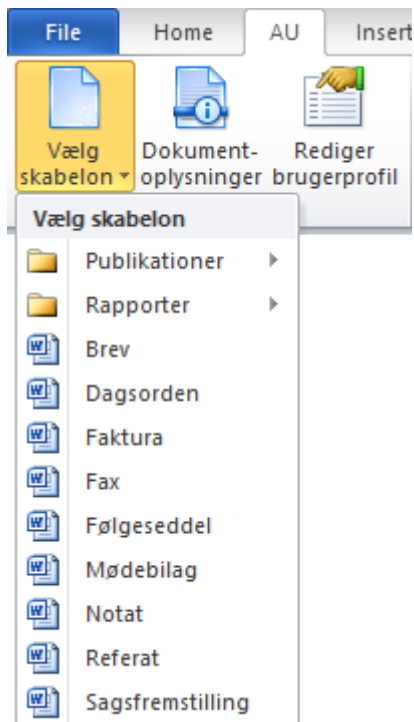


## How to create a new document via the 'AU' menu

When you open Word, you will find a new menu in the menu bar for opening Aarhus University's templates.



To create a document, choose a template from the list under 'Vælg skabelon'.





Functions under the 'AU' menu.

<b>Function</b>	<b>Description</b>
'Vælg skabelon'	Create a new document
'Dokumentoplysninger'	Opens a dialogue box where you can change user profile and document details linked to the document
'Rediger brugerprofil'	Opens a dialogue box where you can create and edit user profiles
'Vis logo'	Show logo in the document
'Skjul logo'	Hide logo in the document to allow printing on pre-printed letterhead
'Udskriv'	Opens a dialogue box where you can print and choose printer settings
'Specielle funktioner'	Contains special functions for inserting reference fields and entering today's date
'Typografier'	Allows you to quickly choose the most popular styles
'Gem som PDF'	Save the document as a PDF file
'Email som PDF'	Create a new email and attach the document as a PDF file
'Hjælp'	Here you can open the guide and find information about WordEngine



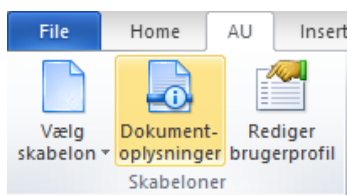
## 'Dokumentoplysninger' dialogue box

When you create a new document, the 'Dokumentoplysninger' dialogue box is displayed.

The templates in the 'AU' menu contain specific details, including date, references and additional recipients. You can change the details here.

Please note that document details may differ from one template to the next.

### Page 1: 'Dokumentoplysninger'



**Dokumentoplysninger**

**Vejledning**  
Vælg en profil fra profillisten (opret evt. en ny profil først) og udfyld felterne i skærmbilledet.  
\* = obligatorisk

**Dokumentprofil** Test Testesen

**Dokumentsprog** Dansk

**Dato:** 17 September 2013

**Resultat:** 17. september 2013  
Sådan vil datoen blive vist i dokumentet.

**Journal nr.**

**Modtagers årskortnummer**

**Modtagers cpr. nr.**

**Modtagers CVR nr.**

**Initialer for sagsbehandler**

**OK** **Cancel**

#### 'Dokumentprofil':

Here you can choose your current profile. If you have several profiles, they will be listed in a drop-down menu (e.g. if you are writing on behalf of someone else).

#### 'Dokumentsprog':

Here you can specify the language for creating the document. Pre-defined fields will be translated into the chosen language.

#### Document details:

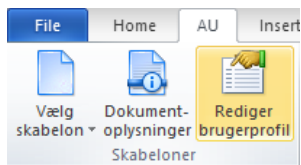
The various templates contain specific details which you can fill in. The details may vary depending on the templates.

#### 'Next' or 'OK':

If this is the first time you create a document, click 'Next' to enter the sender address. Otherwise, click 'OK' to create the document.



## Edit/create user profiles



### Page 1: Document fields and personal details

**Page 1:**  
Fields and personal user details

**'Enhedsnummer' and 'Rediger enhedsinfo'**  
Enter the unit number to allow the system to retrieve your unit information. If you choose 'Nej' in 'Rediger enhedsinfo', it is not possible to make any changes on page 2. If you choose 'Ja', however, it is possible on page 2 to change the sender address inserted in the document.  
Choose 'Nej' if you do not want to make any changes, thereby ensuring that details are updated automatically in case of any changes.

**User details:**  
Enter your user details in the user profile and click 'Gem' to save the details under the chosen profile.

**Logo colour:**  
Choose whether to insert a blue or black logo.

**Secondary logo:**  
Specify the path to where the secondary logo file is located on the drive.

**Profile management:**  
Click 'Gem' to save the details for the chosen profile (read also the description on the following page).

**'Next' or 'OK':**  
If this is the first time you create a document, click 'Next' to enter the sender address. Otherwise, click 'OK' to create the document.



## Page 2: Unit information (address details)

**Page 3:**  
Unit information (department address)

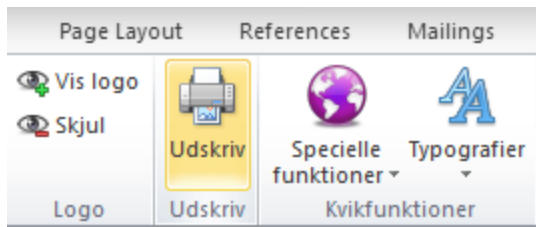
**Address details:**  
If you have allowed editing of unit information, you can enter your unit address manually here:  
The details are saved automatically when you click 'OK'.

**OK**  
Click 'OK' to insert the details in the document. The address details are saved automatically and reused the next time you create a document.

Function	Description
'Brugerprofil'	Here you can choose one of the user profiles you have created.
'Gem'	Save changes made to the chosen user profile.
'Ny'	Create a new user profile. You will be asked to name the profile, after which you can enter profile details.
'Slet'	Delete the chosen user profile. You will be asked to confirm deletion.
'Omdøb'	Rename the chosen user profile.
'Standard'	Set the chosen user profile as your default profile.



## How to print



**Hurtig udskrift**

**Vælg printer og bakker**

Når du trykker 'Udskriv' vil indstillingerne i denne dialogboks blive gemt og brugt næste gang du printer via denne knap.

Printer  
Printer: \\192.168.18.29\Dell Laser greyscale

Papirbakke

Bakke til øvrige sider  
Auto  
Automatically Select  
MPF  
Tray1  
Tray2  
Tray3  
Tray4

Bakke til første side  
Auto  
Automatically Select  
MPF  
Tray1  
Tray2  
Tray3  
Tray4

Skjul brevhoveder

Sider  
 Alle  
 Aktuel side  
 Sider  
For eksempel: 1, 3, 5-12

Kopier  
Antal kopier: 1

Udskriv Luk

**Dialogue box 'Quick Print'**

**Choose the printer you want to use**

**Choose tray/paper**

**'Udskriv'**  
When you press 'Udskriv', your settings are saved and reused the next time you print



## Copy text from an old to a new document

If you want to copy text from an old document, it is important that no formatting from the old document is transferred to the new document. To avoid this, you should clear the formatting in the old document before inserting the text in the new document, after which you add the correct formatting to the text in the new document by using the styles created for the AU templates.

Procedure:

In the old document:

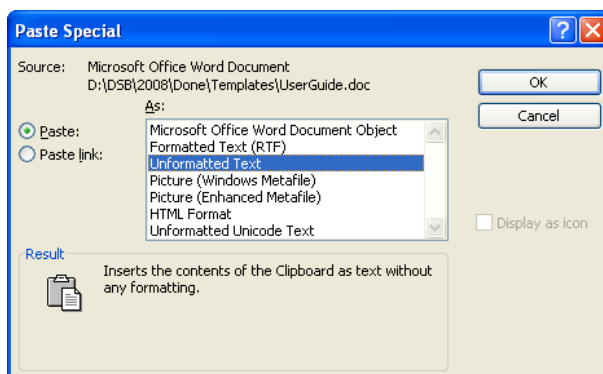
1. Mark the entire text (use Ctrl+A) or the particular part of the text you want to copy.
2. Press Ctrl+Shift+N or choose the style Normal in the styles list.
3. Press Ctrl+C to copy the text.

In the new document based on an Aarhus University template:

4. Place the cursor where you want to insert the text.
5. Press Ctrl+V to paste the text into the new document.
6. Format the text section by section using the styles created for the AU templates, which can be found under 'Format' > 'Style and formatting'.

OR you can do the following to copy and paste the old text:

1. Mark the entire text (use Ctrl+A) or the particular part of the text you want to copy.
2. Press Ctrl+C to copy the text.
3. In the new document, place the cursor where you want to insert the text.
4. Go to 'Edit' > 'Paste Special', and the following dialogue box will appear. Choose 'Unformatted Text' and click 'OK'. In 2007, 'Paste Special' can be found under 'Home' > 'Paste' (first icon).



5. The text will now be pasted in using the style which has been chosen for where the cursor is placed.



## Paper line, example of letter

**Logo letterhead:**  
This is generated automatically based on the unit number inserted in the dialogue box

[Navn og adresse - Tryk F11 for at komme til næste felt]

**Fields:**  
Press F11 to move from one field to the next  
DO NOT use the tab key!

[Overskrift]

[Tekst]

Institut for Antropologi,  
Arkæologi og Lingvistik

My Name  
My last name

My Title

Date: 16.12.2008

Dir.: +xx xxxxx xxxxx  
Personseger: +xx xxxxx xxxxx  
Privat sf.: +xx xxxxx xxxxx  
Mobilstf.: +xx xxxxx xxxxx  
Fax: +xx xxxxx xxxxx  
E-mail: My@gmail.com

www.aarhusuni-versitet.dk/informationskontoret

Ats. CVR: [CVR]

Side 1/1

Med venlig hilsen

my name my last name

Kopi til:

[Navn]

**Colophon details:**  
Insert details from page 1 in the dialogue box  
Choose 'Aarhus Universitet' > 'Vis dokumentoplysninger' to edit details.

**Secondary logo:**  
The secondary logo is inserted via the selected path in the dialogue box. The logo is aligned with the top of the department name and scaled to be either max. H: 0.85 or W: 2.72

**User details:**  
Insert user details from the dialogue box  
Select 'Aarhus Universitet' > 'Vis dokumentoplysninger' to edit user details.


**Address details:**  
Insert address details from the dialogue box  
Select 'Aarhus Universitet' > 'Vis kolofonoplysninger' to edit address details.

Skabelon design

Institut for Antropologi,  
Arkæologi og Lingvistik  
Aarhus Universitet  
Moesgård Allé 20  
8270 Højbjerg



## Paper line, example of Agenda/Minutes Table of contents



INSTITUT FOR ANTROPOLOGI,  
ARKÆOLOGI OG LINGVISTIK  
DET HUMANISTISKE FAKULTET  
Å ARHUS UNIVERSITET

**DAGSORDEN**

**Møde den:** [dato]  
**[Sted]**  
**[Emne]**

**Deltagere:** [Navn(e)]  
**Fraværende:** [Navn(e)]

**DAGSORDEN**

—

Date: 12.12.2008  
Sagint.: 12345  
Ref: 12345

—

Side 1/1

—

**1. Dette er en indholdsfortegnelse. Skriv i felterne  
nedenunder og Højre klik her for at opdatere.**

**1. [Punkt 1 på dagsordenen]**

[Tekst]

**Table of contents:**  
The first item in an agenda or minutes is the table of contents ('indholdsfortegnelse'). For the table of contents to be generated automatically, it is important that you use Heading 1/Overskrift 1, which is also used for formatting 'Punkt 1 på dagsordenen'.

When you have finished the document, place the cursor in the field 'Dette er en indholdsfortegnelse', right-click and update. You can also press F9 to update.

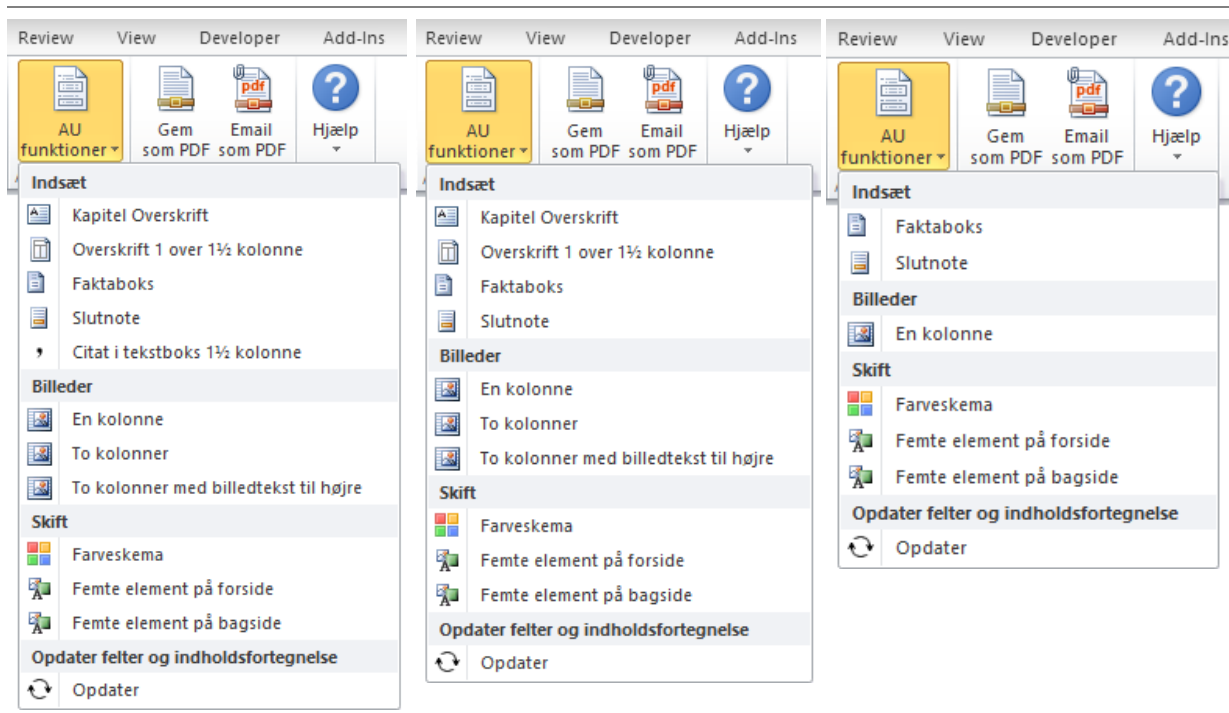
Institut for Antropologi,  
Arkæologi og Lingvistik  
Aarhus Universitet  
Moesgård Allé 20  
8270 Højbjerg

Tlf.: 89421111  
E-mail: aal@au.dk  
www.au.dk/aa



## Publications

The templates found in the menu under 'Publikationer' contain the additional menu 'AU funktioner'.



This menu is found in the following templates:

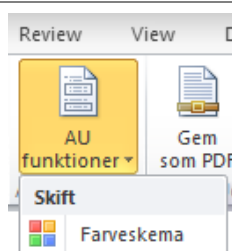
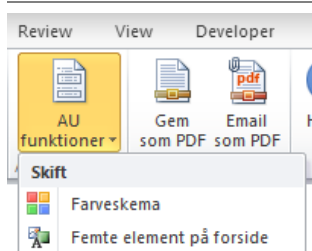
- A4 publication

This menu is found in the following templates:

- A5 publication

This menu is found in the following templates:

- M65 publication



This menu is found in the following templates:




- A4 poster
- A3 poster
- Profile ad, four columns
- Profile ad, six columns
- 86x86 small ad
- 86x86 small ad with a colour background

This menu is found in the following templates:

- 41x41 small ad
- 41x41 small ad with a colour background



## Functions in the 'AU Publikationer' menus

Function	Description
'Indsæt' > 'Kapitel Overskrift'	Inserts a table across two columns with chapter heading, heading 2 and a long way down to the fields for heading 4 and body text.
'Indsæt' > 'Overskrift 1 over 1½ kolonne'	Inserts a table across one and a half columns with a text field for heading 1 and a short line above.  
'Indsæt' > 'Overskrift 1 (to kolonner)'	Inserts a text box across two columns.
'Indsæt' > 'Faktaboks'	Inserts a fact box where the cursor is placed.  The colour depends on the colour chosen from the colour scheme.  
'Indsæt' > 'Citat i tekstaboks 1½ kolonne'	Inserts a text box for quotes across one and a half columns.  
'Indsæt' > 'Slutnote'	Inserts a column-wide table with a short line above. For entering an end note in the document.



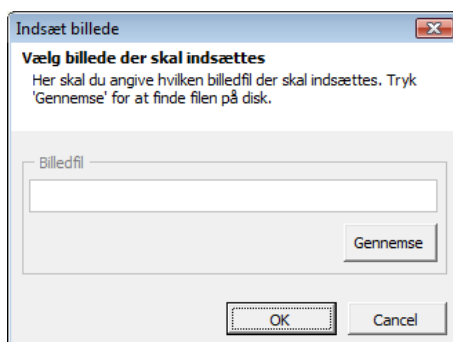
---

[Slut note]

---

'Indsæt' > 'Billeder' > 'En kolonne'/'To kolonner')

Inserts a table where the cursor is placed over one column or two columns, depending on what has been chosen in the menu. Double-click the field in the table and the following dialogue box opens:



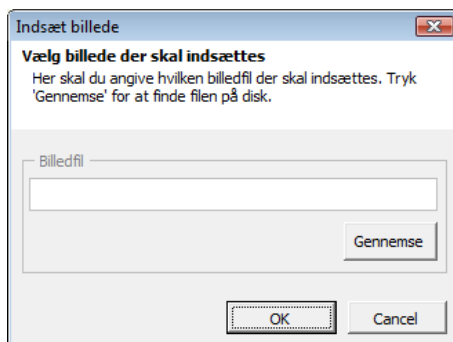
Click 'Gennemse' to find the picture file on the disk.

Once the picture has been chosen, click 'Open' and then 'OK'. The picture has now been inserted in the document.

---

'Indsæt' > 'Billeder' > 'To kolonner med billedtekst til højre'

Inserts a table with two cells where the cursor is placed and with a two-column width. Double-click the field in the table and the following dialogue box opens:

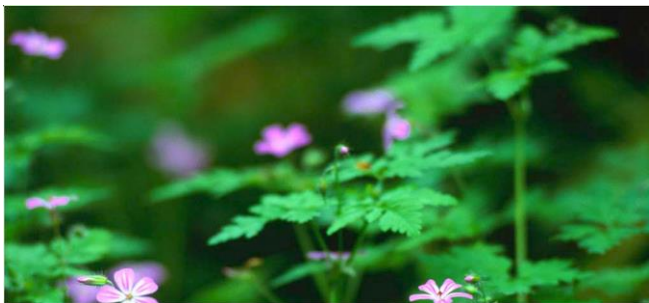


Click 'Gennemse' to find the picture file on the disk.

Once the picture has been chosen, click 'Open' and then 'OK'.

The picture has now been inserted in the document, and to the right of the picture is a field for entering a caption. The text colour depends on the colour chosen from the colour scheme.

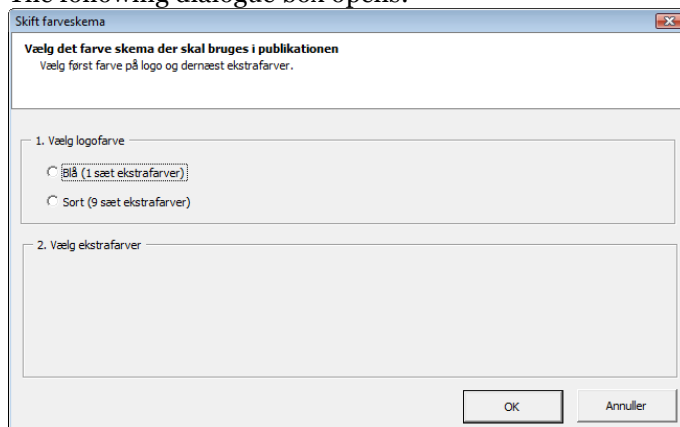
---



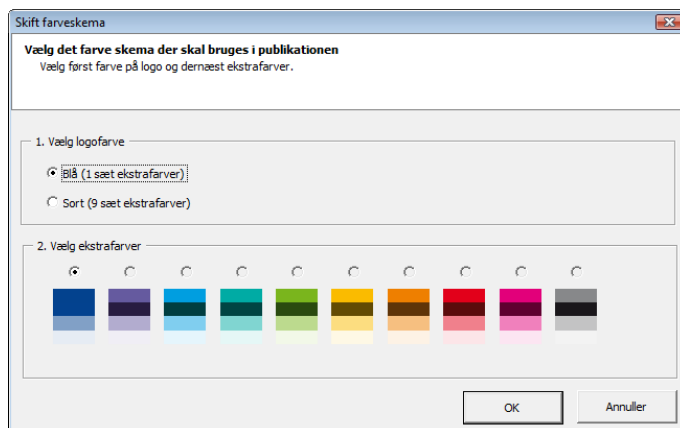
[Billede tekst]a

'Skift' > 'Farveskema'

The following dialogue box opens:



1. Choose logo colour
2. Choose additional colours:



If blue logo is chosen, it is not possible to choose any other colours.

If black logo is chosen, it is not possible to choose the colour blue, but the other nine colours in the list of colours.

The chosen colour will be applied to the fifth element, fact box, headlines and some other special styles.

'Skift' > 'Femte element på

Here it is possible to insert no element, the fifth element, a picture or a



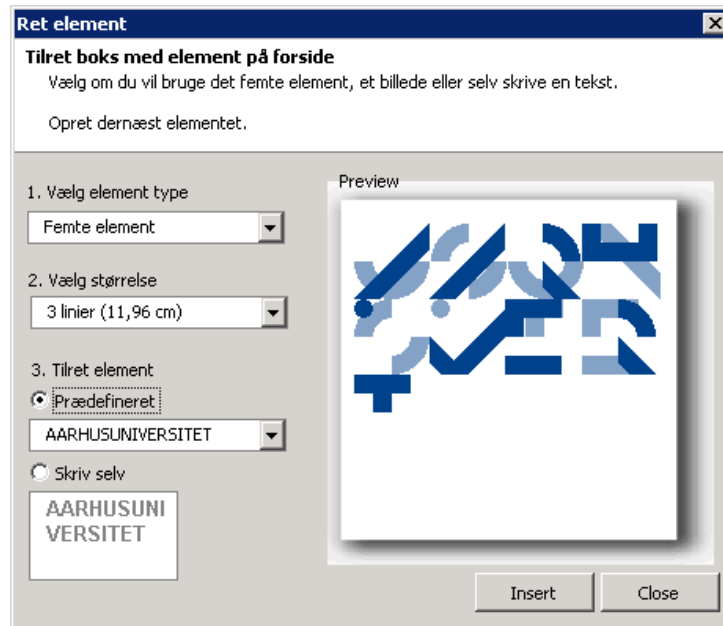
---

forside/bagside'

text box on the front and back page of publications.

---

### Fifth element



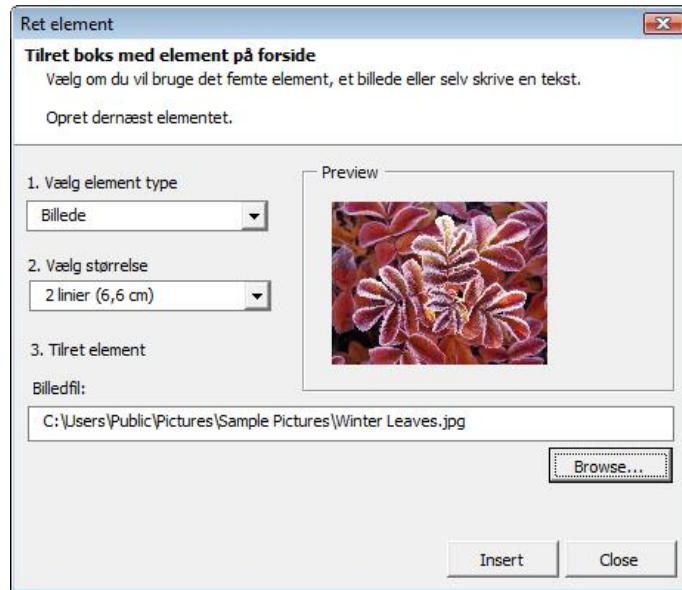
- 
3. Choose element type
  4. Choose element size:  
1-4 lines
  5. Adjust the element:  
Choose a pre-defined text in the drop-down list  
Choose to write your own text for the fifth element.

It is possible to view the text in the Preview window.

6. Insert the element in the document.
-

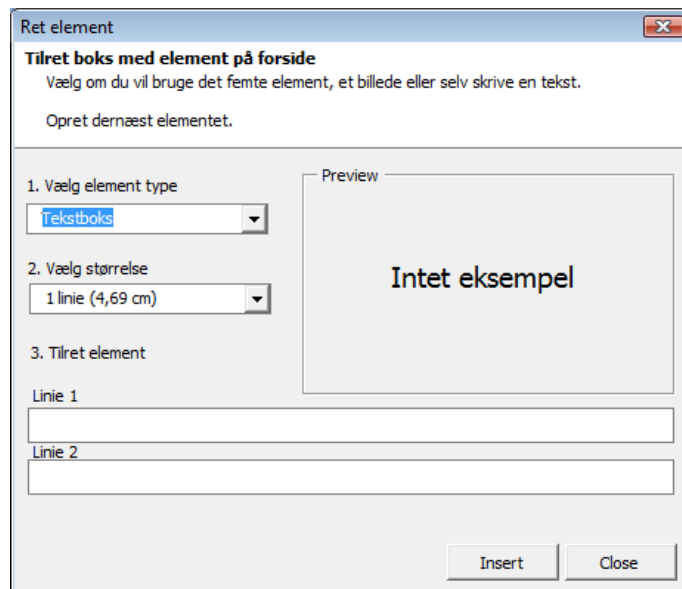


## Picture



7. Choose element type
8. Choose element height:  
1-4 lines
9. Adjust the element:  
Click search to find the picture file on the disk.

## Text box



1. Choose element type
2. Choose element size:  
1-4 lines
3. Adjust the element:  
Insert the relevant text in the lines.



---

Line 1: Alternative Heading 1  
Line 2: Alternative Heading 2

---



## Example of publication

**Element:**  
Insert the chosen element from the menu. To change this, choose 'AU Publikationer' > 'Skift' > 'Femte element på forside/bagside'

**Fields:**  
Press F11 to move from one field to the next  
DO NOT press the tab key!  
Under Headings, use Bold to emphasise important words in a sentence.

**Address details:**  
Insert address details from the dialogue box  
Select 'Aarhus Universitet' > 'Vis kolofonoplysninger' to edit address details.

**Secondary logo:**  
The secondary logo is inserted via the selected path in the dialogue box. The logo is scaled to be either max. H: 0.85 or W: 2.72

INSTITUT FOR ANTROPOLOGI,  
ARKÆOLOGI OG LINGVISTIK  
DET HUMANISTISKE FAKULTET  
AARHUS UNIVERSITET

kabelon design