Template Instructions

All Templates

If you would like to change colors within the template, use the UCSF Identity colors.

Badges

Depending on the version of Word you have, the template should allow you to setup mail merge manually. If that does not work, you can print out the " blank.pdf" badges, and then run a mail merge with just text (using the regular Badge template as a guide for fonts/spacing), and then print over the pre-printed badges.

Scientific Posters

Please note that the template files are set up at 50% of the actual size, therefore you will need to print/output the file at 200% in order to get the actual size intended.