

## UvA Template Manual

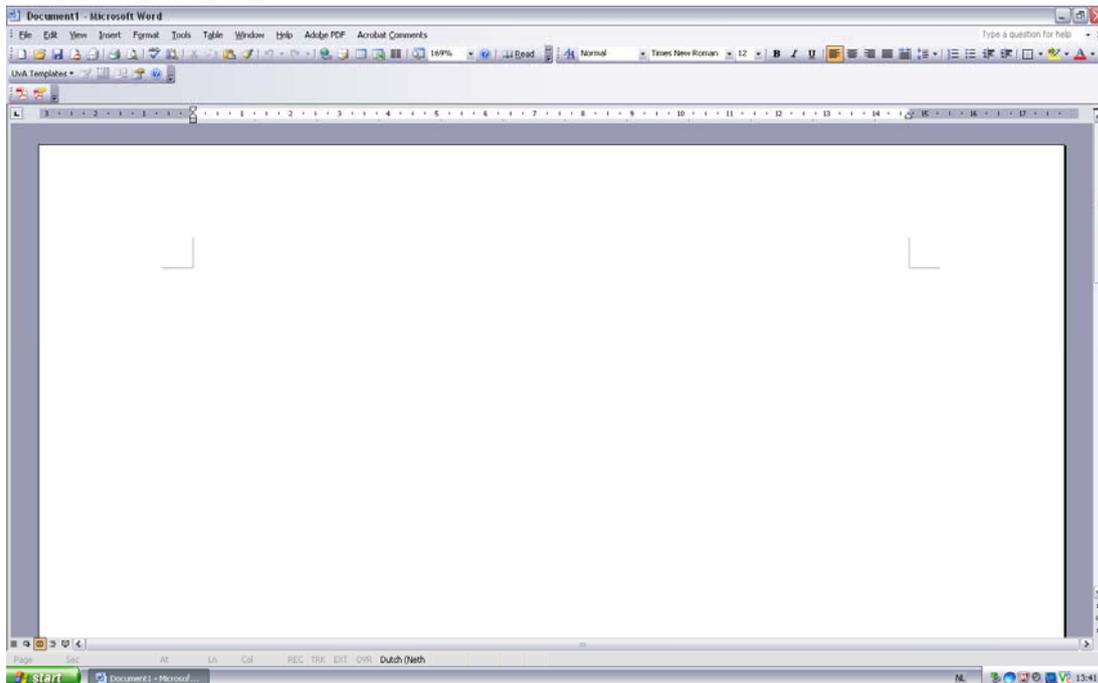
A basic set of UvA Templates is available in Word via UvA-Workspace. UvA Templates make creating letters, faxes, memos, calendars and reports in the house style easy. All other information concerning the corporate identity, e.g. creating PowerPoint presentations, can be found via [www.uva.nl/huisstijl](http://www.uva.nl/huisstijl)

On starting Word, you will see *UvA Templates* below the toolbar in the upper left hand side of the screen. Next to *UvA Templates*, there are another four buttons:

- Edit
- Toggle logo (switch UvA logo on/off)
- Settings
- Question mark

You can find more detailed information about these buttons towards the end of the manual.

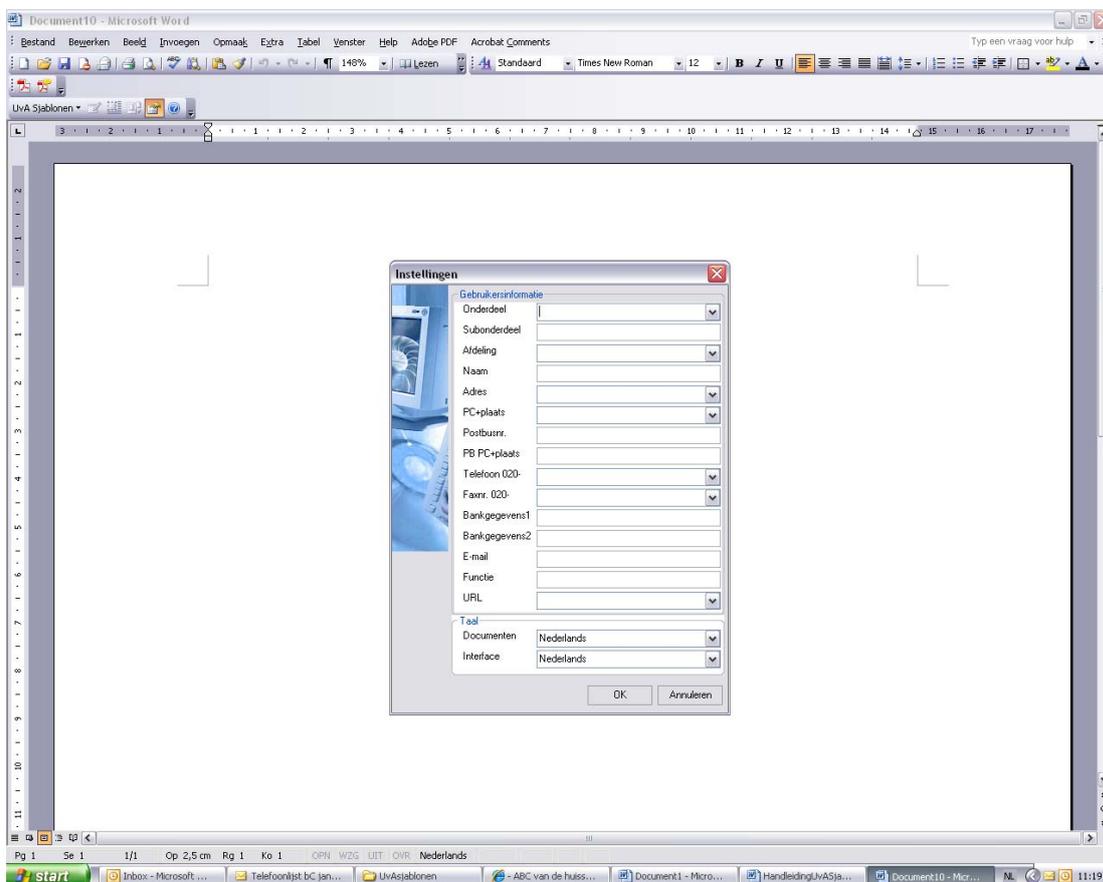
### Word Start Screen



## Step 1: Filling in settings

Before working with the UvA Templates for the first time, you will need to enter your (user) details one time only. Go to Settings.

At each UvA-Workspace, the default language setting (at the bottom) is English, both for Document (the language of the letter) and Interface (the terms used for the input fields). This setting can be changed to Dutch if you prefer. The following screen will then appear.



Complete the fields in this screen as necessary. In the 'name' field enter your own name or the name of the sender (if you always send letters on behalf of someone else), the sender's address details, etc. Although the collapsible menus provide suggestions, these are not exhaustive. Address details and postcodes are not linked.

When you have finished completing the sender's details, click OK.

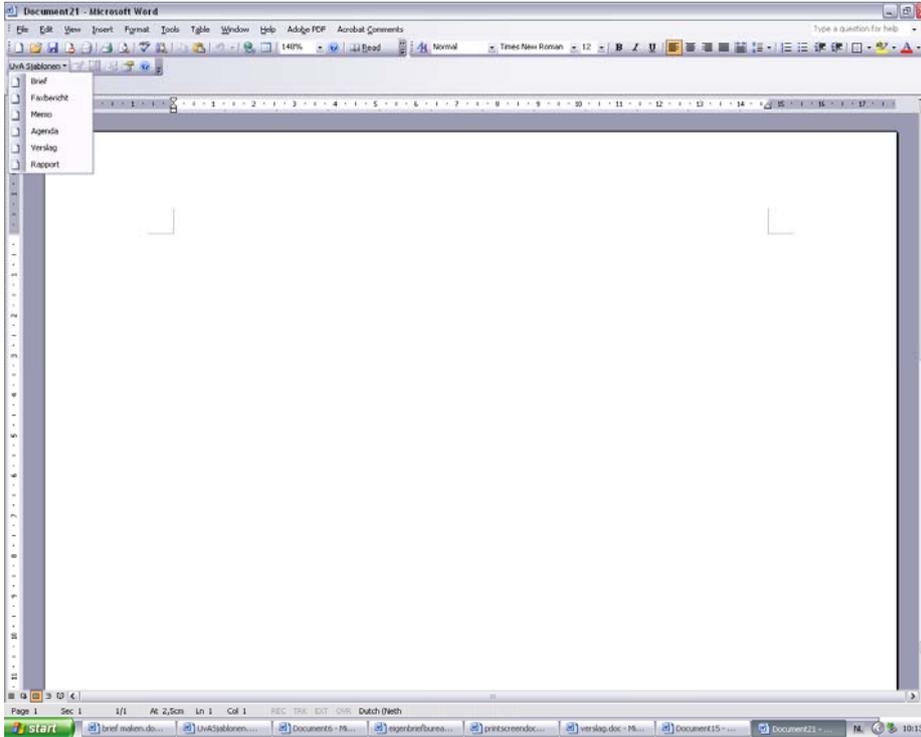
The sender's details have now been saved. From now on, your own sender's details will be specified as standard in each new document that you create from your UvA-Workspace using the UvA Templates. Each time you create a new document, you can change your details or leave them as they are. See step 4.

### Important:

**If you would prefer to work in Dutch from this point, you must close and restart Word one time only. Your details will be saved; 'UvA Sjablonen' will appear instead of 'UvA Templates'.**

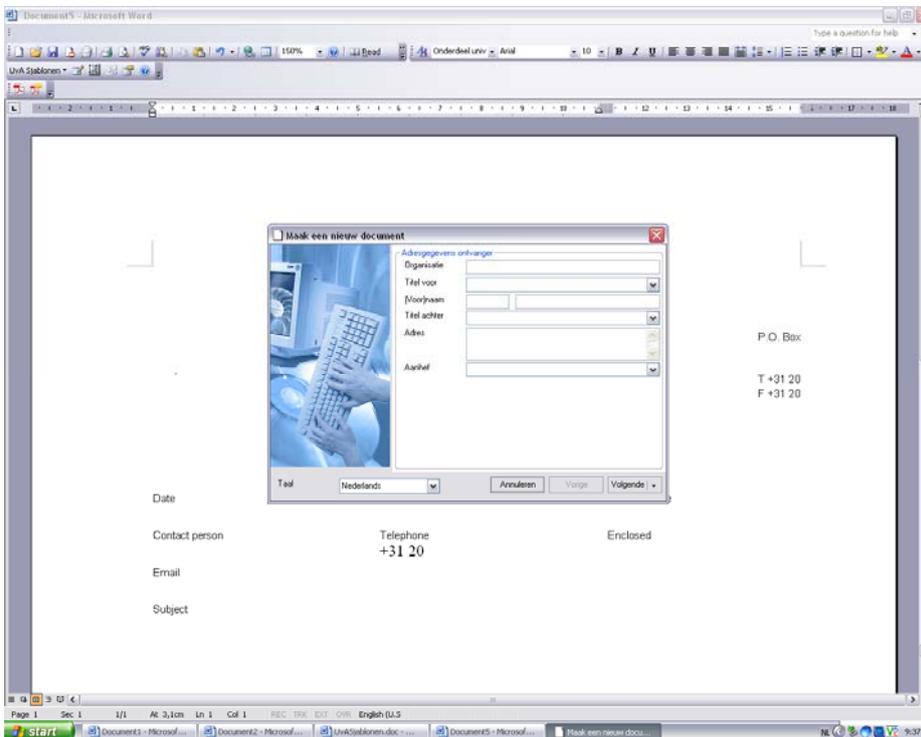
## Step 2: Creating a letter

Click on the arrow to the right of *UvA Templates* and when the collapsible menu appears, click on *letter*.



The following screen will appear. Disregard the background; this information will disappear as soon as all details to be completed have been saved and the letter appears on the screen.

### Address details of the receiver

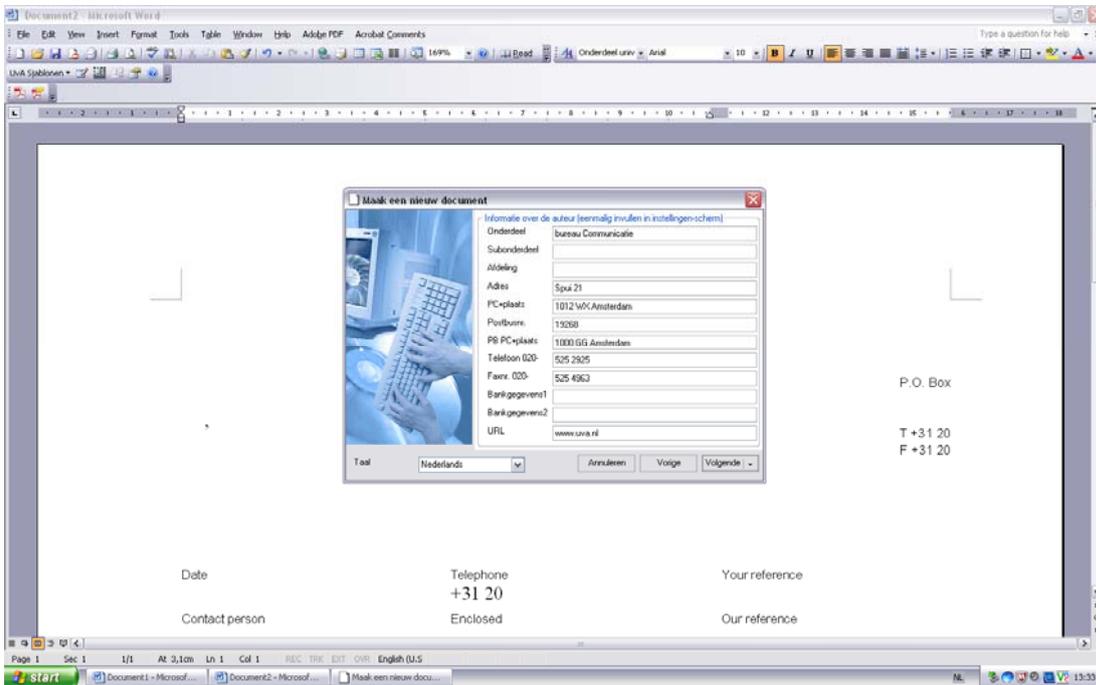


### Step 3: Completing the address details of the receiver

Complete the address details of the receiver. In the 'Language' field you can select either Dutch or English. After completing the fields, click *Next*.

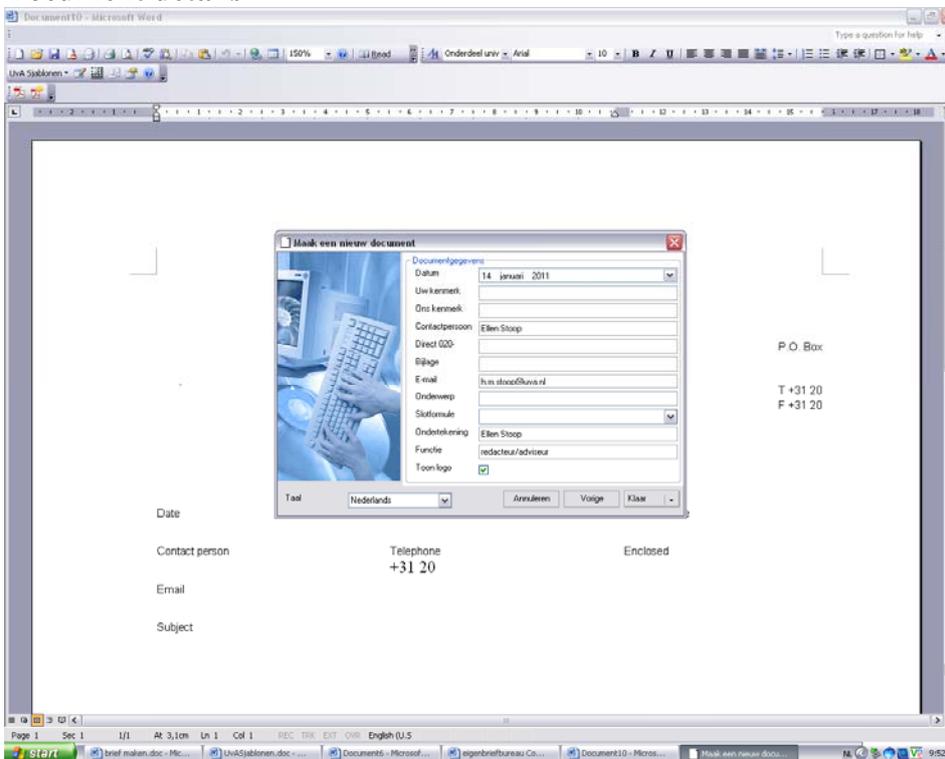
### Step 4: Check sender details (or skip)

The details you just entered, your own sender details or information about the author will now appear in the Settings. The sender details that you saved in Settings will appear as standard in each document. When creating a new letter, you can either change the sender details or leave them as they are.



If everything is correct, click *Next*. The next entry screen now appears.

## Document details



## Step 5: Completing document details

Document details is where you can enter standard letter features, such as Our Reference, Enclosures, Subject, etc.

The date that appears is by default the date on which you create the letter, but you can also change it to an earlier or later date. To do this, click on the arrow near the date; a small screen will appear with a calendar. Select from the calendar the date that needs to appear in the letter.

Clicking on *Ready* brings up the letter on the screen with the correct layout information. You can now type the body of your letter.

### **Step 6: Changing input fields**

Are there still some letter details (in the input fields) that you want to change? Click the *Edit* button, which you can find to the right of UvA Templates. With *Edit* you can change the input details. As soon as you press *Ready*, the changed details appear in the letter. If you change *Language*, everything will appear in English.

### **Step 7: Printing letters**

To print a document, you do not need to place UvA letter paper in the printer as the UvA logo is printed on the document automatically (unless you have unchecked the display logo option).

To create a fax message, memo, calendar or report, follow the same steps to create a letter.

### **Explanation of the other buttons**

- Edit – only use this button if you are working in a document where the input fields have already been filled in. This button allows you to change your own input. Although ‘Create a new document’ is displayed, this is not correct.
- Toggle logo – this allows you to include the logo in your document or leave it out. If you are creating a letter in English, the ‘University of Amsterdam’ logo will appear at the top of the letter.
- Settings – enter your own sender details here (or the details of the person(s) on whose behalf you are writing letters).