

# Title Style

Subtitle Style

Author (normal style)

Month Year (normal style)

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## Executive summary

## Page template 1

Two columns with images (remember to add alt-text to images)

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Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

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Figure 1 Placeholder image example.



Figure 2 Placeholder image example 2.

## Page template 2

Profile & Landscape photos (remember to add alt text to photos)



Figure 3
Profile image.

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Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

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Figure 4 Landscape placeholder image.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

### Subpage template

Highlighted content examples applied to “Fusce posuere, magna sed pulvinar ultricies,” text using MS STYLES found on the home ribbon > Styles > [select appropriate style].

* Subtle emphasis style.

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

* Emphasis style.

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* Intense emphasis style.

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* Quote style.

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* Block quote style.

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### Subpage template

Microsoft’s icons can be used to complement UoB’s branding. To add an icon, select INSERT > ICONS. Select the icon of your choice and select the full black fill option.

Remember to add alt-text to icons.

For example:

* Shaking hands

Select this one:

Not this one:

* Clipboards / checklists

Select this one:

Not this one:

Use icons to represent images. Do not use icons to represent concepts that have a text equivalent, use the actual text and if needed enlarge it, for example: numbers, exclamation marks, percentage signs, etc.

For example, a percentage sign (%) used as an icon can be enlarged to 48% and bolded. It will still be read as a percentage sign.:

**%**

[Final page credits]

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