Our templates are designed to make it easyfor you to follow the college brand. Using the templates shows your affiliation with The Sage Colleges, Russell Sage College, and The Sage College of Albany and so all [brand standards](https://www.sage.edu/news-events/communications-and-public-relations/communications-resources/) must be followed. Please keep all formatting of the templates as is, including all logos, fonts, text size (where possible) and layout.

These templates are provided to you in Word, an application available to nearly all in the college. Using these templates will require a basic knowledge of Word. Word’s “Help” feature can assist you but here are some basic how-to’s:

**How to replace text in Word templates**

* Highlight the text you want to change and replace with your own content.
* Be sure to only highlight the text, and not the entire text box

**IMPORTANT!** If you are cutting and pasting text from other sources, such as the web, highlight the text you want to change and go to Edit>Paste and Match Formatting. This will preserve the correct formatting, font, size and color of the text in the template.

**How to insert pictures in Word templates**

These instructions work for both PCs and Macs.

* First, highlight the red text of instructions in the image box. Be sure to capture all of the words.
* From your top navigation, choose insert and then choose photo or picture.
* Click on the image you want, and on a PC, click on insert.

**IMPORTANT!** To make sure you don’t stretch your image, this next step will allow you to completely fill the area for the photo without distorting the image. This will crop your image to fit the dimensions of the photo area.

* Click on the photo, and place your cursor on one of the corners, while hitting the shift button.
* Enlarge your image to fill the box.

You may need to crop your image before or after placing it, depending on what you want to see appear in the photo box. For more information on cropping photos in Word go [here](https://support.office.com/en-us/article/Crop-a-picture-14d69647-bc93-4f06-9528-df95103aa1e6).

**Troubleshooting**

* If your image is not completely covering the image box, make sure you have highlighted all of the text in the box.
* If your image appears stretched, try inserting it again. Be sure to make it bigger by pulling from one of the corners and holding the shift key. If you pull from the middle of the picture, it will stretch.
* If you are happy with the size and placement of your image but can still see the blue box, turn off the fill color by selecting the box then go to Format>Fill>No Fill.