HANDOUT TEMPLATE

You will save a lot of time in developing supporting materials for training, and you will make a more professional impression, if you establish some formatting protocols for the way you create handouts. The information below explains the protocols used in handouts for this class.

Margins:  Top and bottom - .75 inch
Right - 2 inches
Left - 1 inch

Tabs:  Every .25 inches

Header:  Arial font
10 points
Right and left margins 1 inch
Italicized and bold
Class name on left
University of California, San Diego at far right, tabbed over to the last tab stop before the line would wrap to the line below.
Horizontal double line (not underline) .085 inches below the text

Footer:  Arial font
12 points
Right and left margins 1 inch
Italicized
Right justified if no page number
Left justified if there is a page number
Name of handout

Page #:  Arial font 12 points italicized
Bottom right
page ___ of ___

Title:  Arial 14 points bold all caps
Space above and below title

Content:  Arial font 12 points
Bold or italicized headings with regular font for text
Bullets:  Small round bullets (may vary)

Cover:  Course title in Arial font 44 to 54 points bold
        Graphic below title
        Course sponsor in Arial font 24 points bold
        Staff Education and Development
        University of California, San Diego
        534-4890 mail code 0922