

Field Services 2-Column Templates

The Field Services templates are based upon a grid system, for better organization of information.

The page is divided horizontally into a 3 to 5 ratio. The left column is 2.875" wide, the right column is 4.875"

The page is also divided vertically, in 8 units.

The master page in Word uses the bottom 1/8" of the page and contains the mission statement, IMSA logo and a divider rule. This should be constant on all documents.

The left column, 2.875" wide, is also set on the master page.

This should remain fixed and not moved from position. There are 6 2-column templates, each using one of the creative platform colors in a gradient. This should not be altered, but used as a background for basic information about the event; date, time, contact. Consistently placing this information in the same location will make it easier to find for the reader.

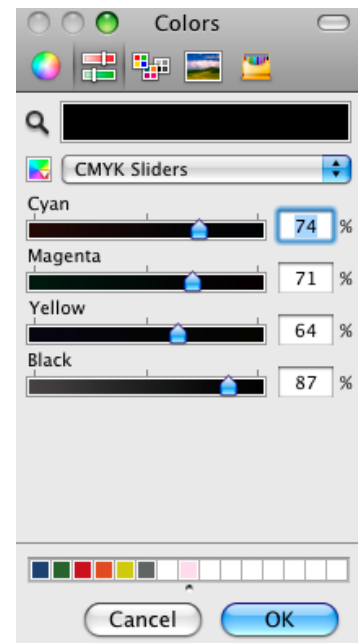
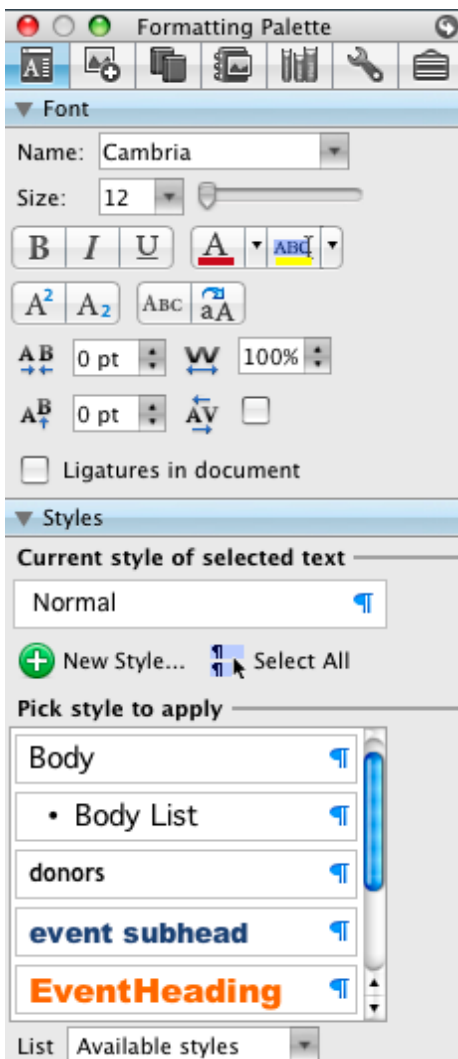
A large image promoting the event should be used in the 4.875" wide column. Single large images are preferable to many multiple smaller images. The large image is an immediate communication.

Styles have been established for all copy. You can find the styles in the Formatting Palette under Styles, and "Pick a Style to Apply." The template has copy set into these styles to help in your layout, and as a reference for which styles to choose. All of the styles use a variation of Arial to follow IMSA branding.

Colors have been set up that follow IMSA's creative platform, and only these colors should be used. To access them, click on Color / More Colors, and the colors are available as swatches at the bottom of the palette.

I am using a Mac, so the menu appearance may be slightly different on Windows.

The logo for the division sponsoring the event should be saved as a PNG file with a transparent background, so it be positioned against the gradient, without a white box around it.





Where:

The Rock Island Center
for Math and Science
2101 16th Ave
Rock Island, IL

When:

Tuesday,
January 24th
5pm-7pm

**Free Admission and
Free Prizes!**

For more information
contact Nicole Hoffman,
by phone
309-373-7795
or email
nhoffman@imsa.edu

COMMUNITY STEM FESTIVAL

**FUN, Hands-on Science, Technology,
Engineering and Math Activities
FOR THE ENTIRE FAMILY!**

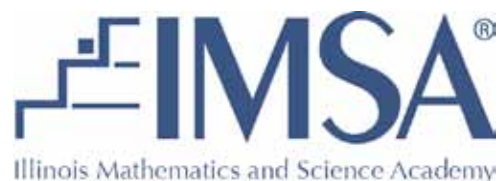
Activities include:

- Riding an energy bike
- Creating ecological art
- Exploring Robotics
- Investigating wind power

AND MANY MORE.....

Graciously funded by the
Rock Island Community Foundation

The internationally recognized Illinois Mathematics and Science Academy® (IMSA) develops creative, ethical leaders in science, technology, engineering and mathematics. As a teaching and learning laboratory created by the State of Illinois, IMSA enrolls academically talented Illinois students (grades 10-12) in its advanced, residential college preparatory program, and it serves thousands of educators and students in Illinois and beyond through innovative instructional programs that foster imagination and inquiry.



Alternate Full Page

This template is to be used only when the 2 column format is not suitable or will not accommodate the content.

As with the 2-column layout, be consistent and use the styles and the Creative Platform Colors.

This layout follows the same grid, but the first column is not colored.

The division logo should still be placed in the top left column, Any images should fit within the left 2.875" wide or right 4.875" column width. Copy and subheads maybe placed in either column, and the heading may extend the full page width. Any other copy should not extend the full page width; doing so is not as legible.

Basic facts, such as location, time and date should be placed in the boxed area in the right column. Other than this area, boxes should be avoided since they add to the "visual clutter" of the page.



IMSA Kids Institute proudly presents its FUNshop.....

Pirate Science



3rd-4th grade- Treasure hunt using the scientific skills behind navigation and discover how ships sail across the ocean without sinking.

5th-6th grade- Learn the science of ship building and sailing and discover why pirates wore eye patches, and it isn't because they lost an eye!

March 17 or April 21, 2012

9:00 am -12:00 pm

At the Aurora Campus

Space is limited in the FUNshop, so please sign up early. Need-based scholarships are available for qualified students.

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