

# Templates

## Letterhead Templates - new version December 2019

Below you will find the new Jacobs letterhead paper as digital templates in two versions:

**PLEASE DOWNLOAD THE LATEST VERSION FROM 12/2019:**

- [letterhead template](#) with logo (for digital delivery. **Please always print out this version in color on Jacobs University letterhead paper** - important because of the colored footer!)
- [letterhead template](#) without logo (for sending out a real letter)
- [fax template](#) (for sending faxes)

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## PowerPoint Template

For professional Jacobs University Presentations we set up PowerPoint Templates:

1. **OFFICIAL JU IMAGE PRESENTATION:** Follow this path, copy the PowerPoint to your folder and read the instructions: **J:\Collab\Projects\Pictures\Power Points\ppt Image Presentation**
2. [Poster\\_Template\\_A1](#)
3. [Poster\\_Template\\_A2](#)
4. [Poster\\_Template\\_A3](#)
5. [Event Poster](#)
6. [Workshop Event Poster](#)
7. [Poster\\_Template\\_DIVERSITY](#)
8. [Poster\\_Template\\_HEALTH](#)
9. [Poster\\_Template\\_MOBILITY](#)

These Templates are created according to our Corporate Design. So by using them you save a lot of time in designing your presentation. Furthermore you ensure and support a consistent and qualitative Brand Image of Jacobs University.

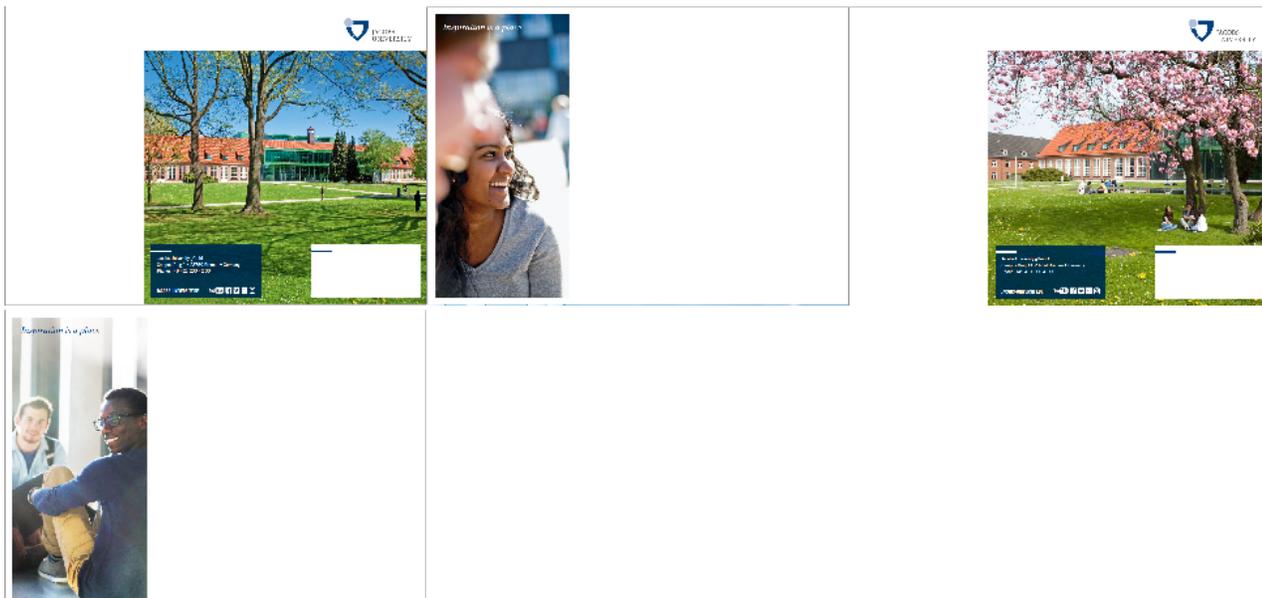
Please download and save the presentation to your computer first, and then make the corresponding changes needed.

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## Multilyer

Our Multilyer allows you to print your content on a readily designed flyer with blank pages and Jacobs pictures making it look professional, but giving you the chance to integrate your individual content.

Two versions available - see how they look like:



You can [order the amount needed](#) in the warehouse.

Use this [word template](#) to insert your content correctly and print on the regular printers.

This template was created according to our Corporate Design. So you ensure and support a consistent and qualitative Brand Image of Jacobs University.

Please download and save the word template to your computer first, and then make the corresponding changes needed.

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## Useful advice for common challenges:

### You want to use your own pictures in your presentation?

1. Click on the picture you want to change (right button click)
2. Click "Change Picture"
3. Choose your Picture

If the Picture don't fit in automatically please use the "right button click" again and click next to your slide. Click - reset slide - Afterwards the slide and your picture should be alright.

### Partner Logo (Title)

To show you where to position a partner logo, the title slide contains a dummy. Please delet the dummy first and paste the logo in place.

If you don't need a partner logo for your presentation - just delete the dummy.

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## Other Templates

Digital Season's Greetings card 2018: [English](#) | [German](#) | [JPEG](#)

[Minutes\\_Formatvorlage.doc](#)

[Memo\\_FormatvorlageTopic.doc](#)

[Agenda\\_Formatvorlage.doc](#)

[Memo\\_Formatvorlage.doc](#)