SAINT
ANSELM
COLLEGE

1889

Workstand Instructions:

1. **PRIOR TO ARRIVING AT THE WORKSTAND:**
   Bring your nearly-completed file with you on a jump drive, or email it to yourself to access on the computer in the Print Shop. The workstand is equipped with internet access, Microsoft Office, and all of the brand assets, easily accessible in desktop folders.

2. Log into the workstation with password: **PRINTSHOP1**

3. Open your saved document.

4. Highlight text you would like to change and select fonts from the font menu. Saint Anselm College official fonts are:
   Archer
   Gotham
   Please note: *If you are using a document that is more than 2 years old, our fonts have changed. **Trajan** and **Sabon** were our prior fonts. Whenever possible, it is best to update to our current fonts to assure that your piece is compliant with the college's brand standards.*

   Examples of good typography use and placement are provided on pages 3 and 4 of this document.

5. If you need to change colors in your document, a color guide and instructions are available as part of this document.
   A color pallet and CMYK formulas are provided on page 5. Please note that there are primary, secondary and neutral colors. Whenever possible, the primary dark blue and white palette is most acceptable. Other colors should be considered accents and therefore used sparingly.

6. If you need access to college logos, a folder with PDF versions of the official college logo is available in the desktop folder called **CCM WORKSTATION.**
   If you need higher resolution logos, or logos in another format, please visit our logo page on the college website to download them directly from there. **www.anselm.edu/logos**

7. If you have questions regarding photography, please contact the Office of College Communications and Marketing.

8. **When you are ready to print your document, email it to kmorse@anselm.edu.**

   Please note that as per any and all requests for print services at the college, there is a 2 workday minimum lead-time for files from the work stand. You must send your file to Keith 2 days before you require the finished materials. Files cannot be printed out at the Print Shop directly from the work stand.

   Keith will contact you when you materials are ready to be picked up.