

The School of Music logo should always be centered at the top of the page.

Text should be Cambria 10 point; however, 8 point is acceptable for translations.

The use of several vertical text boxes may be easiest to use for translations, but use whatever format works best for you.

To add an additional page, please select “Layout” from the toolbar and then select “Add/New Page.”

Remember to print double-sided if you have more than one page.