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Swiss TPH Quarto Templates

Standardized, branded documents made easy with Quarto extensions

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TABLE OF CONTENTS

1.   Introduction

This user guide explains how to use the Swiss TPH Quarto templates.

Before getting started, we recommend having some basic knowledge of Quarto. Quarto is a system for creating dynamic and reproducible content with Python, R, Julia, and Observable. It supports a variety of formats, including HTML, PDF, MS Word, and ePub. If you have never used Quarto before but are interested in learning, please refer to the Swiss TPH Quarto training.

Our templates function as Quarto extensions. Extensions are a powerful way to modify and enhance Quarto's behavior. To help Swiss TPH staff and students use Quarto easily while maintaining Swiss TPH corporate identity, we have designed the following extensions:

- Swiss TPH Powerpoint template
- Swiss TPH MS Word template
- Swiss TPH PDF report template
- Swiss TPH PDF letter template

2.   Why use Swiss TPH Quarto templates?

Our templates are implemented as Quarto extensions, which means they integrate seamlessly into standard Quarto workflows while adding institute-specific features.

Using these templates helps you:

- Maintain Swiss TPH corporate identity: Fonts, colors, layouts, and logos are predefined and consistent across outputs.

- Save time: No need to manually format documents or presentations—focus on your content instead.

- Ensure reproducibility: The same source file can be re-rendered with updated data or text at any time.

3.   Swiss TPH Powerpoint template

Step 1: Download all necessary files into your working directory. **They must be located in the same folder.**

- ppt_template1.pptx
- ppt_report_demo.qmd
- _ppt_metadata.yml

Step 2: Open `ppt_report_demo.qmd` in RStudio. We recommend creating an R project (`.Rproj`) in the same directory to ensure your working directory is correctly set.

Step 3: Modify the `.qmd` file as needed. Be sure to update the file path of the example image to the correct location. For general guidance on using Quarto for PowerPoint, please refer to: Powerpoint - Quarto.

Step 4: Render the `.qmd` file and save the output `.pptx` file.

4.   Swiss TPH MS Word template

Step 1: Download all necessary files into your working directory. **They must be located in the same folder.**

- report_template1.docx
- word_report_demo.qmd
- _word_metadata.yml
- docx-landscape.lua

Step 2: Open `word_report_demo.qmd` in RStudio. We recommend creating an R project (`.Rproj`) in the same directory to ensure your working directory is correctly set.

Step 3: Modify the `.qmd` file as needed. For general guidance on using Quarto with MS Word, please refer to: Word Basics - Quarto.

Step 4: Render the `.qmd` file and save the output `.docx` file.

5.   Swiss TPH PDF report template

Step 1: Download the `_extensions/report/` folder into your working directory. **IMPORTANT**: Do not change the directory structure. The path to this folder must remain `./_extensions/report/` relative to your current working directory; otherwise, rendering will fail.

Step 2: Download the remaining required files into your working directory:

- report_simple_demo.qmd
- references.bib

Step 3: Modify the `.qmd` file as needed. For general guidance on Quarto PDF rendering, please refer to: PDF Basic - Quarto.

Step 4: You may replace `reference.bib` with your own bibliography or remove it if you do not require references. If you remove it, make sure to delete the corresponding entry in the `.qmd` file.

Step 5: Render the `.qmd` file and save the output `.pdf` file.

6.   Swiss TPH PDF letter template

Step 1: Download the `_extensions/letter/` folder into your working directory. **IMPORTANT**: IMPORTANT: Do not change the directory structure. The path to this folder must remain `./_extensions/letter/` relative to your current working directory; otherwise, rendering will fail.

Step 2: Download the remaining required file into your working directory:

- letter_demo.qmd

Step 3: Modify the `.qmd` file as needed. Be sure to update the file path of the example image to the correct location. For general guidance on Quarto PDF rendering, please refer to: PDF Basic - Quarto.

Step 4: Render the `.qmd` file and save the output `.pdf` file.