

**University of Houston**  
Cullen College of Engineering  
Resource Templates for Faculty and Staff

## TIPS AND TRICKS

### Need to use a template for a specific department?

Replace the Cullen College logo with an approved logo for your department. In MS Word this may be done by right clicking on the logo and selecting “change picture”. All official Cullen College logos may be downloaded at: <https://images.uh.edu/gallery3/logos/> (cougarnet ID and password required)

### Want to make minor changes to the template?

Minor changes include changes to text and imagery. Any larger changes made that impact the overall look of the template, including but not limited to color scheme, fonts and layout, will void branding approval, and therefore must be resubmitted for official review by the user ([branding@uh.edu](mailto:branding@uh.edu)).

If you’d like to add or change icons or images on this template, additional approved design elements may be downloaded from the UH Download Zone.

### Fonts not displaying correctly?

All printed items must use the official university fonts, League Gothic, Milo and Crimson. League Gothic and Crimson may be downloaded for free from the resources page in the UH Download Zone: <https://images.uh.edu/gallery3/resources/> (cougarnet ID and password required). If you need Milo font, please contact the office of communications.

If your piece will only be used for interoffice purposes, Impact, Trebuchet and Times New Roman may be used as substitutes. For more information about official style guidelines,

please refer to <http://www.uh.edu/marketing/brand/graphic-standards/style-guidelines/typography/>

## Need to use your flyer as an email?

All word document flyer templates are formatted such that they can be directly copy and pasted into an email body. Making layout changes to these templates are not recommended as it may cause issues with formatting in the email body. If working with the PDF version of the template, PDFs should be converted to a .jpg and pasted into the email body.

## Need to print?

We recommend working with an on campus vendor such as UH Printing ([printing@uh.edu](mailto:printing@uh.edu)), the University Copy Center ([Uhfrontdesk@universitycopycenter.com](mailto:Uhfrontdesk@universitycopycenter.com)) or FastSigns ([fastsigns.2008@fastsigns.com](mailto:fastsigns.2008@fastsigns.com)), though you may choose to work with a different approved vendor of your choice.

## Still have questions?

Any additional questions may be directed to the office of communications.

If your department or program has a need for a design that is outside the scope of what is provided here, please submit a [project request form](#). Learn more about [Office of Communications project requests](#).