

## Case Study

### Quick Facts:

Subhead under Quick Facts title. font is Arial, bold, 9 pt.

- **Quick Facts Subhead, Arial, Bold, Black, 9pt**  
Body copy for each “Quick Fact” is font Arial in size 8 pt. For the “highlights Subhead”, please limit to no more than 5 words, arial font, bold, 9pt.
- **Quick Facts Subhead, Arial, Bold, Black, 9pt**  
Body copy for each “Quick Fact” is font Arial in size 8 pt. For the “highlights Subhead”, please limit to no more than 5 words, arial font, bold, 9pt.
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Body copy for each “Quick Fact” is font Arial in size 8 pt. For the “highlights Subhead”, please limit to no more than 5 words, arial font, bold, 9pt.

## Headline Title, Capitalize Each Word, Arial Font, Bold Weight, Color Black, 12-18 Point Size

### Body Copy Subhead, Capitalize Each Word, Color Red, in Arial-Bold-10pt

Body copy written in Arial, regular, black, 9pt.

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### How to Create Breaks Between the Left Side Column and Main Body

When you have copy that runs to the end of the page, you will find that the copy will then flow into the left hand side column on the next page. To break the copy and get it to continue into the main body on the next page, place your cursor where you want the break to occur (usually at the end of a full paragraph for easy reading), then click on the “Page Layout” tab across the top, within the “Page Setup” section you will see a drop down icon called “Breaks”, from the choices click on “Column”. Now your copy will be placed directly into the top of the next column where your cursor was positioned. Click on “Column” again from the drop down menu to get the copy to bump over into the main body column of the document.

All documents will be reviewed for formatting placement before going live, so don’t worry if you aren’t able to get it to work.

### How to Add Custom Graphics to Your Document

If you would like to add any custom graphics or illustrations to your document, please contact Senior Graphic Designer, Julie Gomes, [jgomes@commvault.com](mailto:jgomes@commvault.com). You can email your Word Document that you have been working on, and any graphics you request will be added to the document for your review.

### Easily Style the document’s fonts and colors

You can easily style each section of copy in the Word Document by clicking on each Style name on the “Home” tab. All of the fonts, weights, colors and point sizes are set for you. Just place your cursor in each new paragraph, and then click on the Style Name to stylize it as “Body Copy”, “Headline”, bulleted copy, etc.

### The Footer and Header Area

Both of the header and footer areas are custom designed for each Asset Template to print correctly for you. They will appear slightly washed out, which is only indicating they are set apart from the main template – not to be edited. All headers and footers will print in full color.

The header graphic will appear on the first page only. Following pages will contain the background graphic. The last page will automatically show the disclaimer footer that must be used in every Asset Document.

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Arial 9pt, black  
First Last Name  
Title  
Company

## How to Create the Asset in PDF form

In Microsoft Word 2010, you can go to File – Save As – choose PDF from the drop down menu, underneath the filename field. The file location should default to the same file location as the Word Doc, so that they are both saved in the same folder.

## Body Copy Subhead, Capitalize Each Word, Color Red, in Arial-Bold-10pt

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Title  
Company

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*solving forward*

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