

JHU Central Report Template At a Glance:

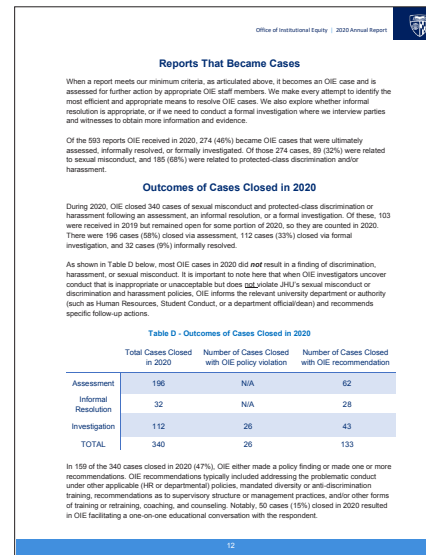
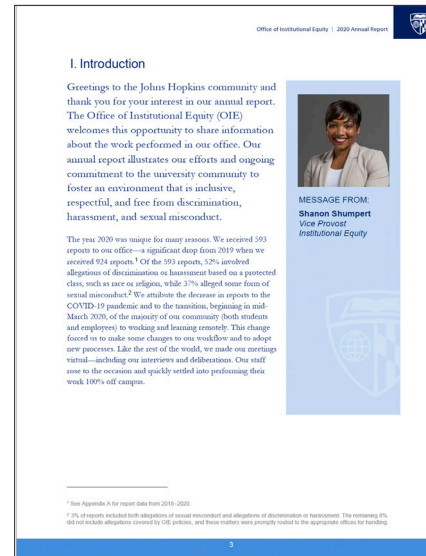


Designed with editability in mind so multiple subject matter experts can contribute in updates (without graphic design software, or custom typefaces) and preserves editability for annual updates.

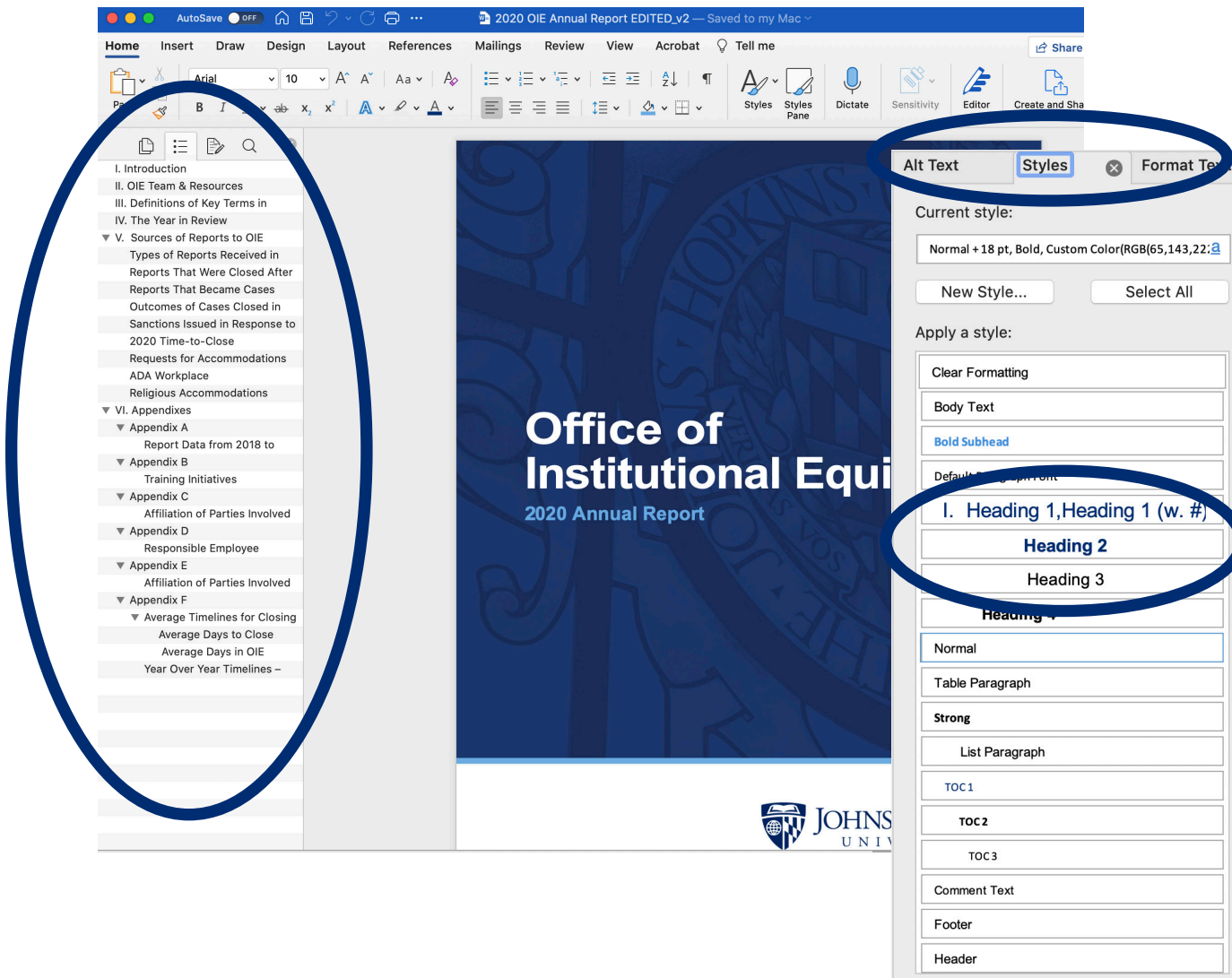
This guide shows examples where this template was used to format the OIE Annual report.

- Ensures the PDF online will meet Federal Higher-Education and [JHU accessibility commitment](#) best practices to have charts and images tagged with ALT text to ensure content can be understood by screen readers.

Screen grabs may look different depending on PC/MAC and version of Microsoft in use. These photos are based on MAC Microsoft 365



Styles and section breaks:



Styles in the file have been adjusted to offer 3 levels of hierarchy for headlines (HEADING 1; HEADING 2 and HEADING 3). These styles are sync'd to the document structure to ensure clear hierarchy comes through visually and carry through as sections are updated annually.

A consistent style has been set for BOLD SUBHEADS and BODY TEXT to keep those fields consistent as well.

All styles are set with default fonts (Arial) that are available in all versions of Microsoft Word.

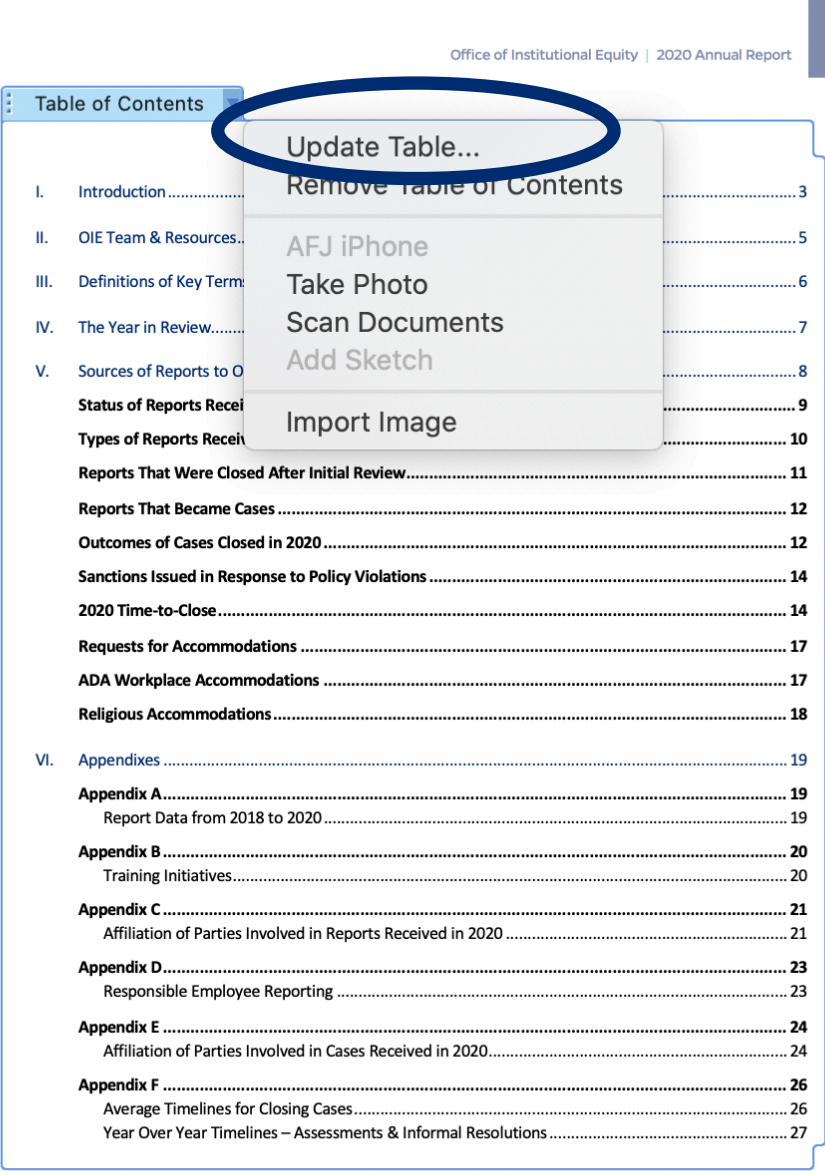
LEARN MORE:

Microsoft tutorial applying and customizing styles:

<https://support.microsoft.com/en-us/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563>

<https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109>

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Office of Institutional Equity | 2020 Annual Report

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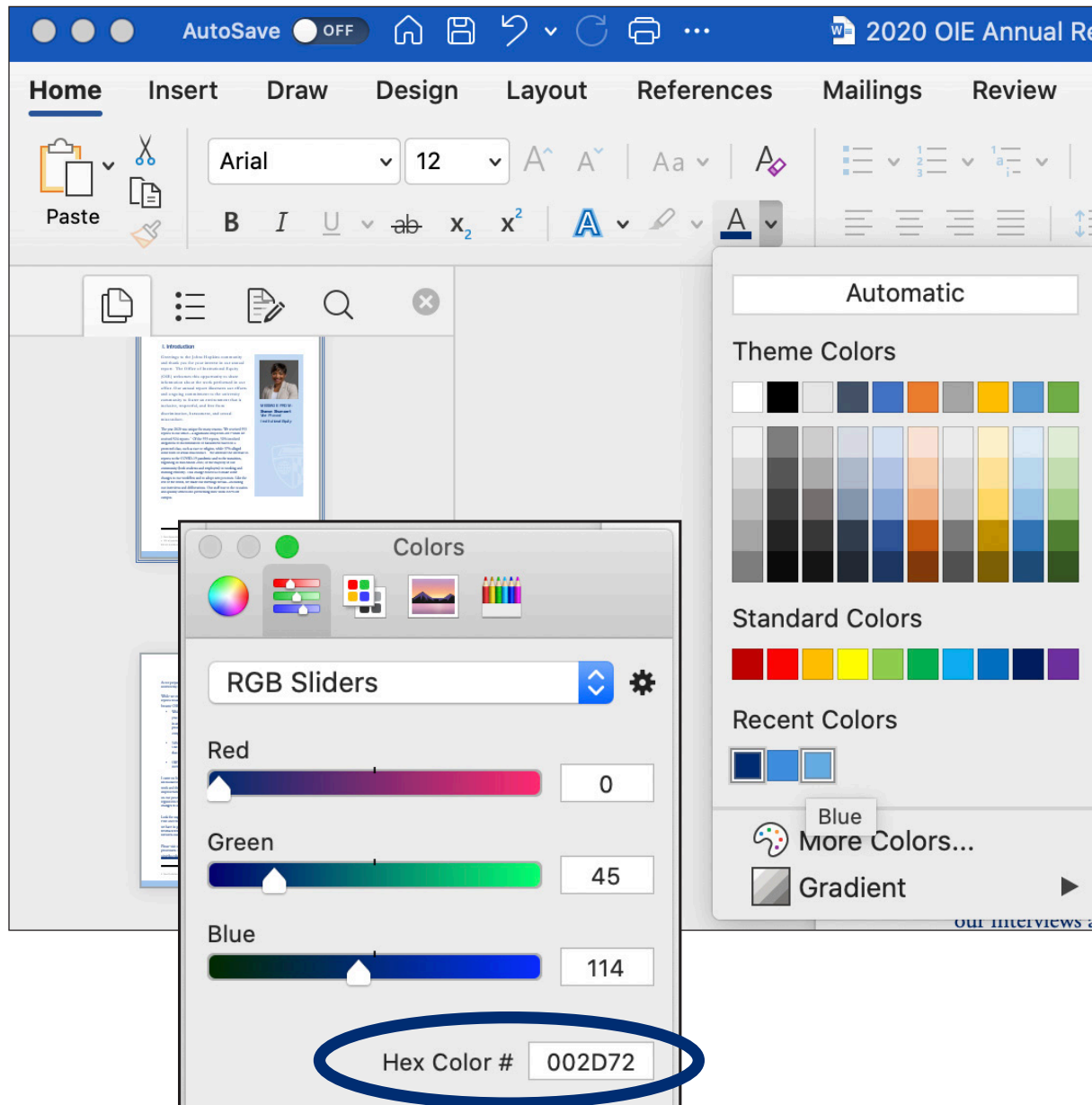
Using the reference feature for the table of contents ensures a quick way to keep your table update to date as section names update and page numbers shift with the click of one button.

LEARN MORE:

Microsoft tutorial on automated table of contents feature:

<https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0>

Colors from JHU Brand Palette: integrated into set styles for another branded accent



Styles have been adjusted to use our official JHU Brand colors where possible. Shades of Blue have also been incorporated into the header/footer elements.

Additional colors can be added if needed by adding the HEX # shown below. Additional brand colors noted on our brand site linked below.

LEARN MORE:

JHU Color Hex Color #s

■ Heritage (Dark) Blue: #002D72

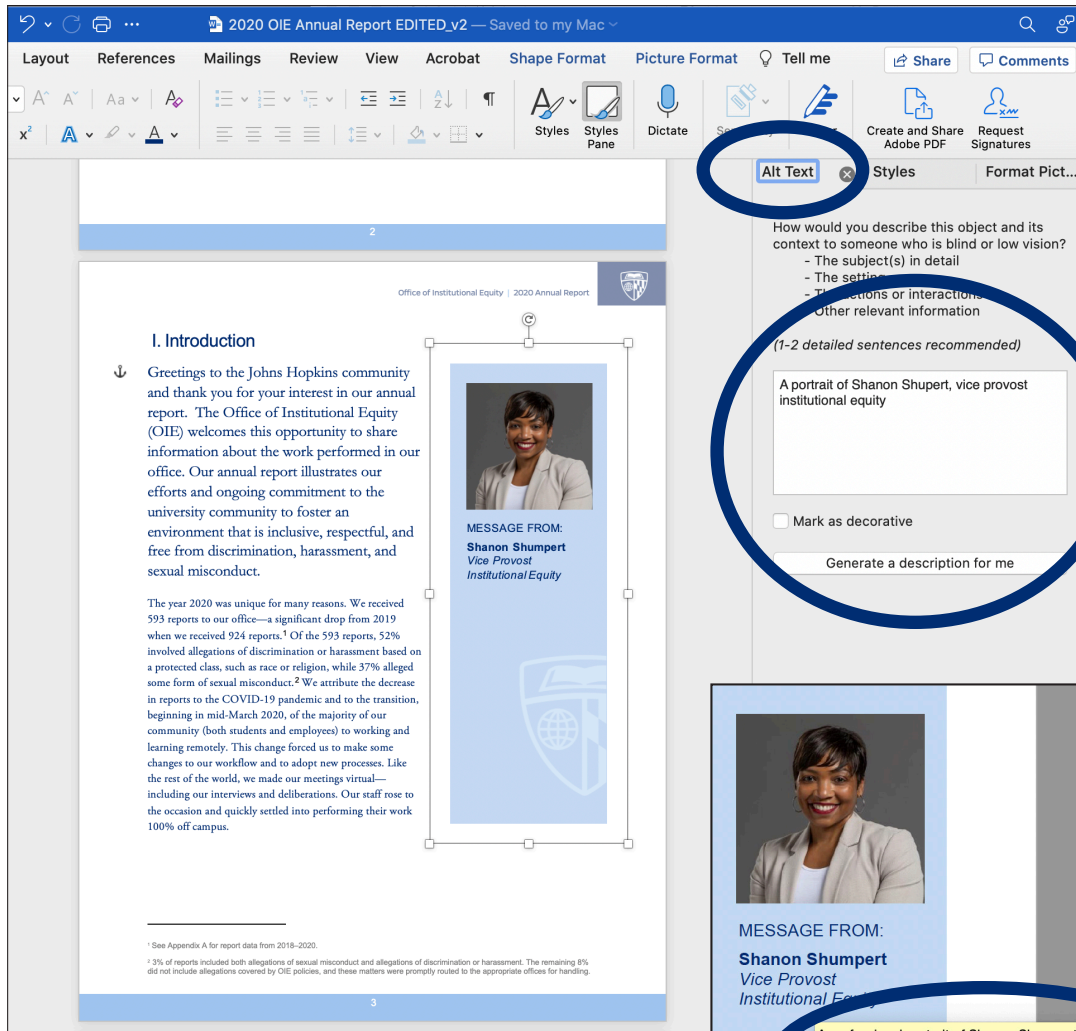
■ Spirit (Light) Blue:
#68ACE5

■ Medium Blue:
#0072CE

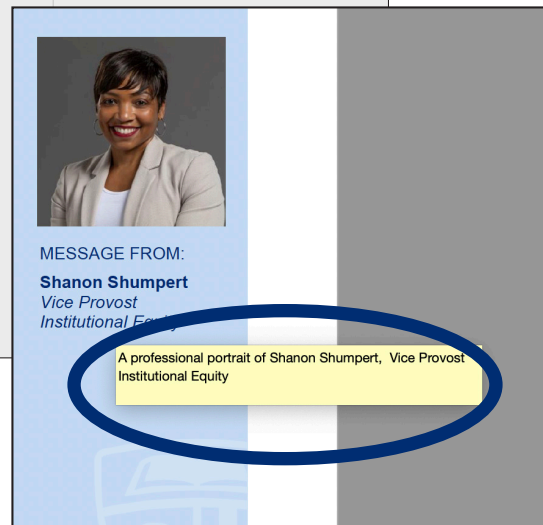
More JHU Color Hex Color #s

brand.jhu.edu/color/

Ensuring your document is accessible: important to add alt tags if images are updated



PDF:



As part of the JHU accessibility commitment it is important we enter alt. text any time a photo or graphic is embedded into a layout. This ensures people viewing your report with a screen readers will be able to discern the content.

Alt tags will appear in the PDF as shown below on the yellow field and can be read by devices as needed.

LEARN MORE:

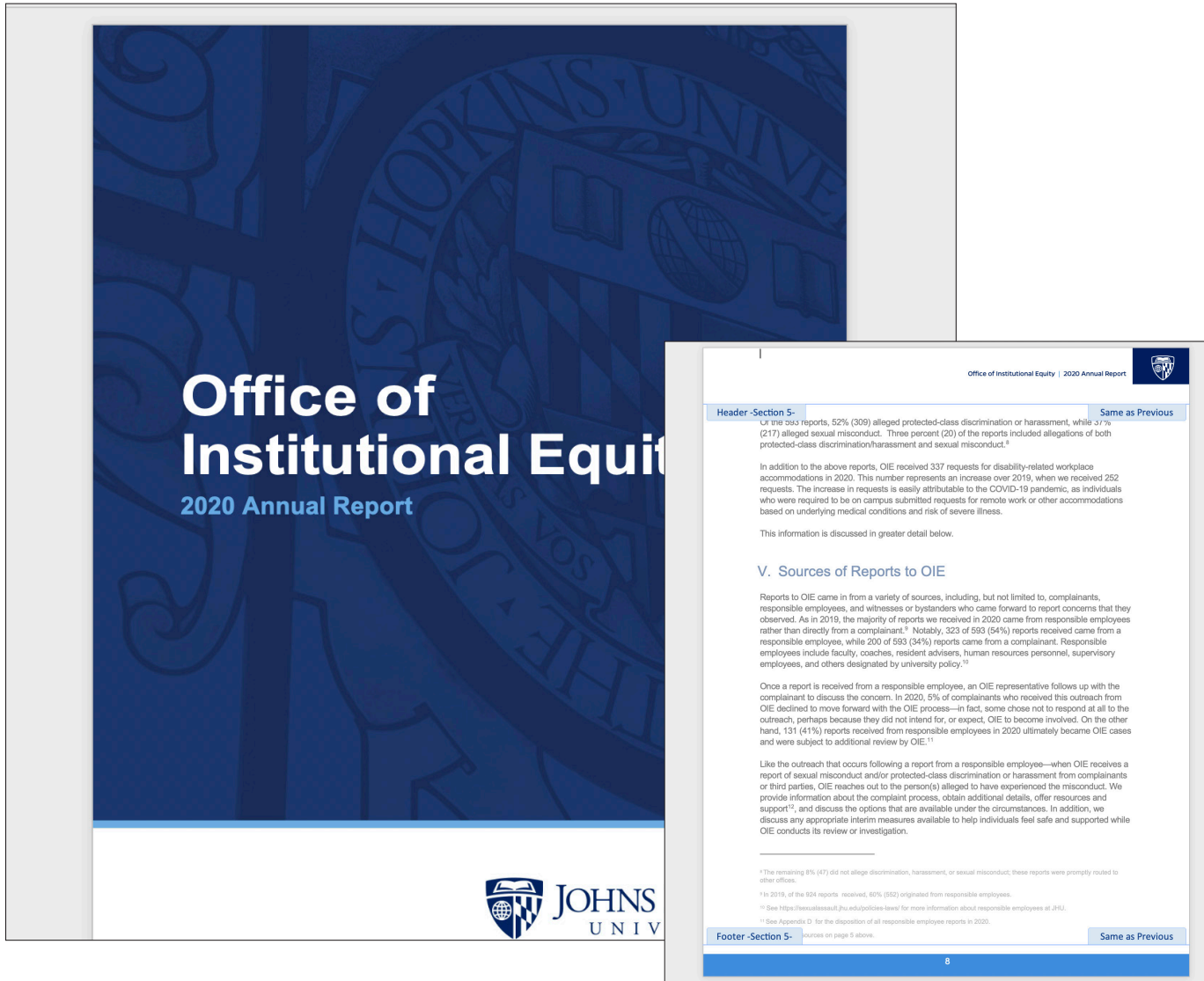
Microsoft tutorial on alt text:

<https://support.microsoft.com/en-au/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2>

JHU Accessibility commitment:

<https://accessibility.jhu.edu/electronic-information-technology/>

Branded Elements: Cover Background Image, Interior Headers and Footers



The design has been set up with ease of use as a priority and therefore limited decorative graphic and image elements to a minimum.

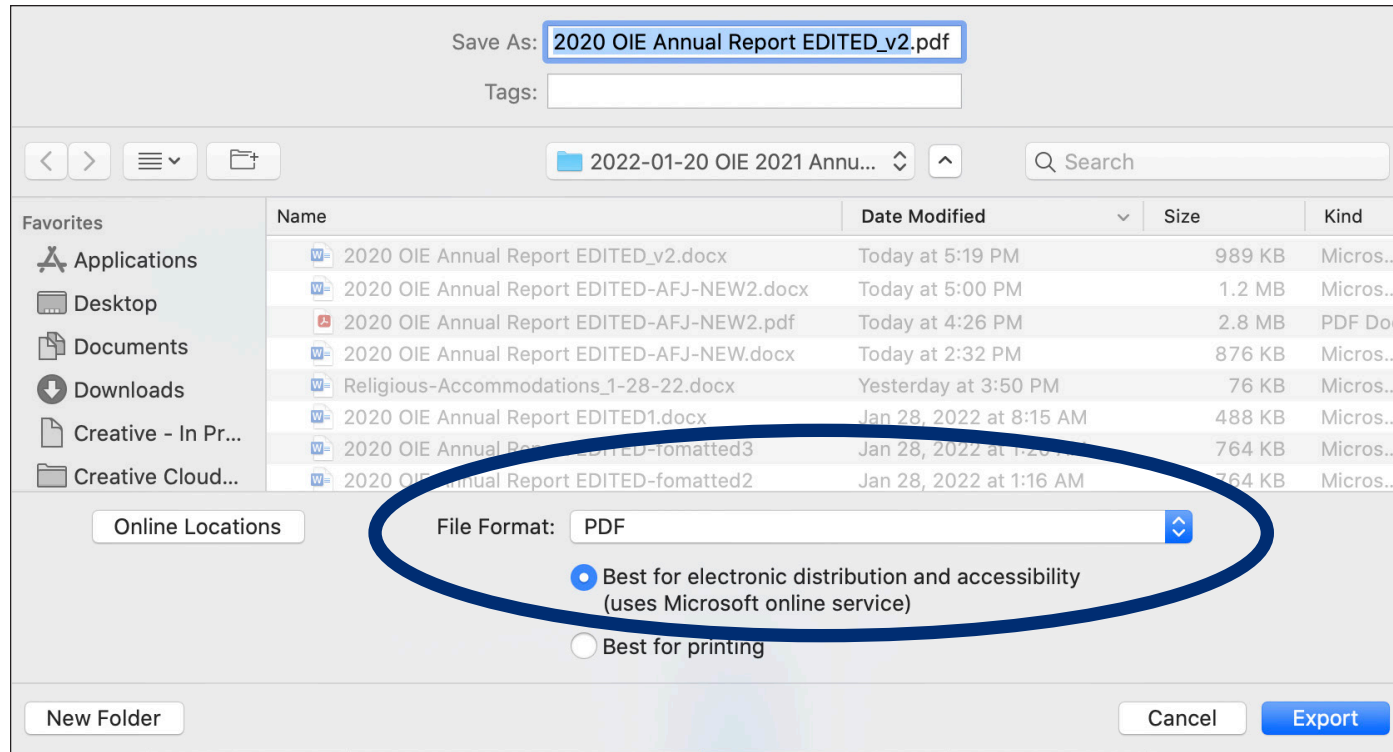
When used graphic elements are integrated as images and positioned to float behind the text to allow for text to be edited easily directly in Word.

Header and footers have been tailored to incorporate accent colors from our brand palette.

The header text (with the report year) in the top right corner can be edited directly in word by clicking into the header field. Note that headers are linked from section to section so it's important to apply updates to all sections.

Saving your word doc as a PDF for digital distribution:

Remember to select “Best for electronic distribution and accessibility” below the file format drop down



This will keep your links active.

Selecting this option will ensure all your hyperlinks to websites as well as internal links (ex. from the table of contents to the respective page in the document) will be retained into the PDF document.