THORNTON PROGRAM TEMPLATE GUIDE

This document provides a step-by-step formatting guide for using the official USC Thornton Program template, which is editable in Microsoft Word, Apple Pages, or other compatible word processing software. The following pages describe the process for editing each section of the program in detail.

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GENERAL GUIDELINES

Number of Pages

In order to print a booklet with no blank pages, the total number of pages in the program must be a multiple of four (including the front and back covers).

If the content of the program must be formatted such that the total number of pages is not a multiple of four, blank pages should be added just before the back cover page. If the Program listing (the first page after the front cover) fits on a single page, then one blank page may instead be inserted after the front cover.

Deleting Sections

To delete a section (such as Texts & Translations if not needed), first clear the section of all content in the template. Then, position the cursor at the end of the page preceding the section you wish to delete. Press the number-pad Del key (fn + Delete on many laptops) repeatedly until the blank pages are removed.

Font, Formatting, and Layout Changes

The program template has been designed to mirror the official USC Thornton programs used at our concerts, with some modification to make the template editable in standard word processing software.

In general, the layout and formatting of the template should not be modified—only the text content. Avoid the following:

» Changing fonts (acceptable fonts are Helvetica or Arial).
» Changing or ignoring the bold and italics formatting where indicated
» Inserting images, except for headshots
» Adding color to text
» Altering the page size or orientation
The front cover contains basic information about the program. Fill in all placeholder text with the appropriate information.

If the program has a title, that title may be used in place of the large “NAME” text, and the name of the performer should precede the “instrument” text.

If applicable, consult with your recital advisor to determine the appropriate wording for the degree fulfillment acknowledgement at the bottom of the title page, as this may vary by program.

A correctly formatted front cover page
The formatting, layout, and components of the cover page should not be altered:

Do not change the alignment of text
Do not reposition elements on the page
Do not remove logos

PROGRAM PAGE

The Program page lists all works to be performed on the program. This page uses text boxes to keep content aligned and simplify inserting content.

The program listing may span more than one page, as the spacing between each selection should not be any smaller than that used on the template.

Edit each text box to add the relevant information for each work.
WORKING WITH TEXTBOXES

When resizing textboxes to fit all needed content, the other textboxes may become misaligned in some versions of Microsoft Word. To correct this, simply scale the adjacent text box in the opposite direction so that both boxes are the same height.

If you need to move textboxes, select one textbox, hold the Shift key, and then select the adjacent textbox. Press the up or down arrow on your keyboard to move the two textboxes simultaneously as needed.
When entering content into the program page, be sure to only change the height of each textbox, not the width. Composer names or work titles which are too long to fit on one line should wrap to the next line. Be sure to follow the text formatting in the template, including use of bold, italics, capitalization, and line breaks.

Incorrect: composer textbox has been resized horizontally
Correct: composer name wraps to next line

Select unnecessary textboxes and press Delete to remove them. If you need to list more works, position the cursor at the end of the Program page, and press Return until a new blank page appears. Then, copy and paste the template textboxes onto the new page, repositioning as necessary.

TEXTS & TRANSLATIONS

If the program’s repertoire contains no text, this section may be deleted from the document.

Because the Texts and Translations pages also utilize textboxes for content, the process of inserting content is essentially identical to that of the Program page.

It is important that each line of the text and its translation are aligned vertically:
For pieces with an English text, the translation textbox should be deleted and the left textbox extended to span the width of the page:

“All Men, All Things” from *Lobegesang*

All men, all things, all that has life and breath, sing to the Lord
Praise the Lord with lute and harp, in joyful song extol him.
And let all flesh magnify his might and his glory
Praise the Lord!
All that has life and breath sing to the Lord.

*Psalm 150*

Jubilate Deo

Jubilate Deo  
universa terra,  
psalmum dicite nomini eius  
Make a joyful noise to God,  
All nations:  
Sing the honor of his name

To add more texts and translation blocks, simply highlight the “Title” text along with both text boxes, then copy and paste. Highlight these same items and press Delete to remove unneeded text and translation blocks.

Copy and paste to add new Text and Translation blocks.
PROGRAM NOTES

Insert your program notes for each selection on these pages. You may remove the Source attribution from notes you have written yourself. Consult with your recital advisor about the program note writing style used by your department. Be sure that the text for each note is left justified, as opposed to left aligned.

Incorrect: text block is left aligned

Correct: text block is left justified

ABOUT THE ARTISTS

Content in this section is added exactly as it is in the Program Notes section. Insert each artist’s bio, again being sure that the text is left justified.

When inserting headshots, be sure to set the image’s wrapping style to Tight and align its top edge with the top paragraph of the bio. This will cause the text to wrap around the photo properly.
Try to resize and crop all headshots to be the same size (approximately 1” wide by 1.5” tall). If this is not possible, resize the headshots so the width is consistent.

Incorrect: image width is inconsistent  
Correct: both images are 1 inch wide

Note: be sure to edit the header of this section to reflect how many bios are listed (either “Artist” or “Artists”).

ACKNOWLEDGEMENTS

Use this page to list any special thanks or acknowledgements. If applicable, consult with your recital advisor to see if your program requires any special acknowledgements, such as listing of departmental donors or sponsors.
PRINTING YOUR PROGRAM

It is strongly recommended that you have your program printed at a commercial printing center (FedEx, Staples, etc.). Always save your document in PDF format before delivering it to a printer, as this will ensure that the formatting and layout of the program is preserved between computers. If you are unfamiliar with exporting PDF files from your word processor, consult the software’s user manual.

The program template has a page size of 5.5” wide by 8.5” tall. Ask the printing center staff to print your program in booklet format on landscape-oriented 8.5” by 11” paper (resulting in two pages per sheet). The program should be folded in half, and stapled along the spine if possible. If desired, you may ask that the cover sheet be printed on heavier stock. Print the program on white paper—avoid textured or colored stock.

If you must print the program yourself, you may print in booklet form using the freely available Adobe Reader software. Keep in mind that you must be able to print double sided sheets in order to create a booklet. A guide on booklet printing with Reader may be found online at: