

Customizing the compliment slip:

There are two files, (not including this one); one is the generic skip for you to alter, the other is a jpeg of the CERN slip so you can see what it should look like complete.

The slip comes as an Adobe Illustrator CS file, and the image takes up 1/3 of an A4 page. Once changed for your institute, you can either send the file off to a printer, who should have no trouble with it, or copy the whole slip twice more on the page and print on your own colour printer at three slips per A4 page.

To change the slip for your own use, open it up in Illustrator. The image is made up of two layers. One is the basic elements of the slip (Elements) that should be the same for all institutes, and these are locked so you do not accidentally change them. The other is the parts that you need to change (Changeable areas).

First, Change the text in the lower left. The web address is locked as it points to the main gateway page, and since last month there is also a link there to get to the local EGEE sites.

You should add your address over the three lines available, keeping the same font and color used. To the right of the address you should add your email, telephone and fax. The email should ideally be the main EGEE address for your institute rather than a personal address.

Next you can change the logo in the lower right. Here you should add the logo of your institute, no larger than the box shown, and if necessary, add the name of the Institute to the left of the logo. If this text is not required then feel free to delete it.