

Fact Sheet Guidance

This Fact Sheet template is for producing un-numbered publications that do not go through the [EP3 form process](#). For numbered publications, follow the link to the EP3 process.

Using the template is very similar to the newsletter template, so please consult the newsletter template guidance first.

There are a few unique features in the Fact Sheet template, however, so here are some tips to get you started.

Summary Box

If you would like to include a summary paragraph or highlight a few points in a bulleted fashion, you may do so *within* the text fields on the *first page*. To set the text apart, you may want to use italic or bold type or bullets.

Page Numbers

The field for page numbers is “open” and can be edited on the 11 x 17 templates and insert page template. You should not include page numbers on the first or final page, but you do need to insert them on the other pages. If you add an insert to the 11 x 17 to create a six-page document, remember to change the page numbers.

Graphic on Final Page

A logo is often added on the final page to recognize funding support or partners. If you do not want to use this space, paste the file named “white box” on top to prevent the words in the field from being reproduced. To save a copy of the white box, simply visit the [link](#) and right-click on the page. Choose “Save As” and then insert the .jpg file as you would any other picture.

Web Address for Fact Sheet

Use the field on the final page directly below the words “Published by North Carolina Cooperative Extension” to include the URL where the Fact Sheet is posted. If it is not posted online, leave the field blank

Cost Statement

For guidance on the law, please see the [Style Manual](#). If you are not printing any copies of this document, but will post it online, leave the fields blank or insert 0 values. Then, if someone will be printing more than 200 copies, the field can be altered to include their job-specific data.