



# UNIVERSITY *of* NICOSIA

Instruction Manual for University of Nicosia  
branded video Head, Tail, and Lower Third

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## Introduction.

Welcome to the University of Nicosia all-inclusive branded video head and tail template and lower third guide.

These templates were built to ensure consistency of animation following University of Nicosia brand guide lines. For more information, please visit the [UNIC Brand Centre](#)

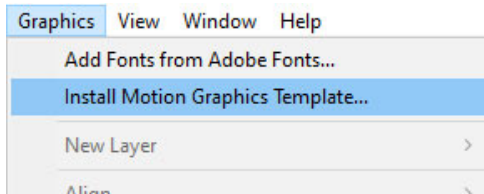
This guide is directed for professional editors and trained Mediazone staff using **Adobe Premiere CC**.

You will need to install the **Futura Typeface font family** for this template to function correctly.

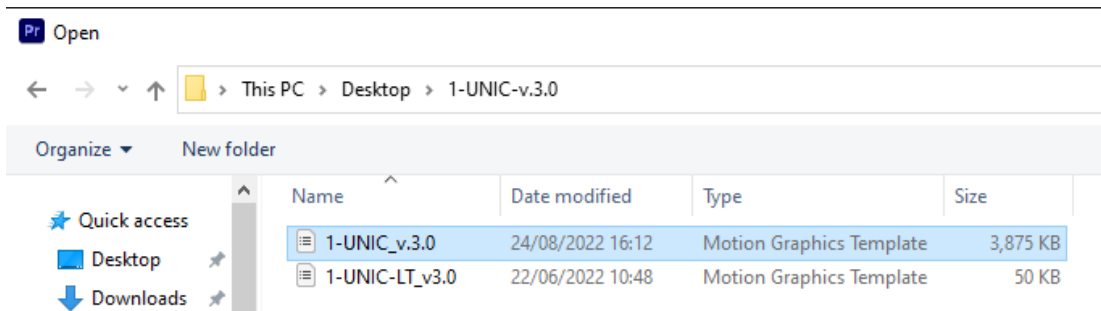
If you have any questions about using these templates, please feel free to send us an email at [yennaris.a@unic.ac.cy](mailto:yennaris.a@unic.ac.cy)

## Motion Graphics Template Installation Adobe Premiere

- Go to **Graphics** on the top menu and select **Install Motion Graphics Template**



- Locate the folder you have downloaded and select the file **1-UNIC\_v.3.0.mogrt** and click **Open**



**Tip:** If you have more than one **.mogrt** to install speed up the import by putting the **.mogrt** on your **Motion Graphics Templates** system folder. Here's where to find the folder:

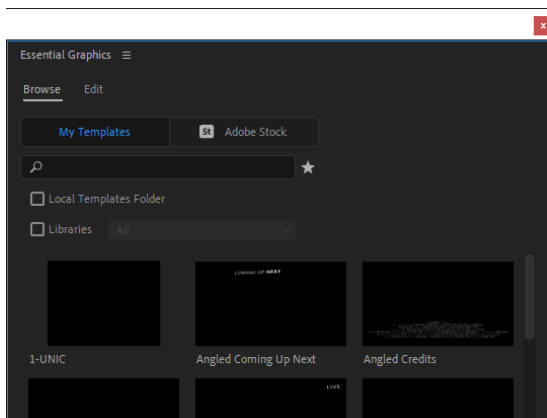
**MAC:**

*username/Library/Application Support/Adobe/Common/Motion Graphics Templates*

**Windows (PC):**

*AppData/Roaming/Common/Motion Graphics Templates*

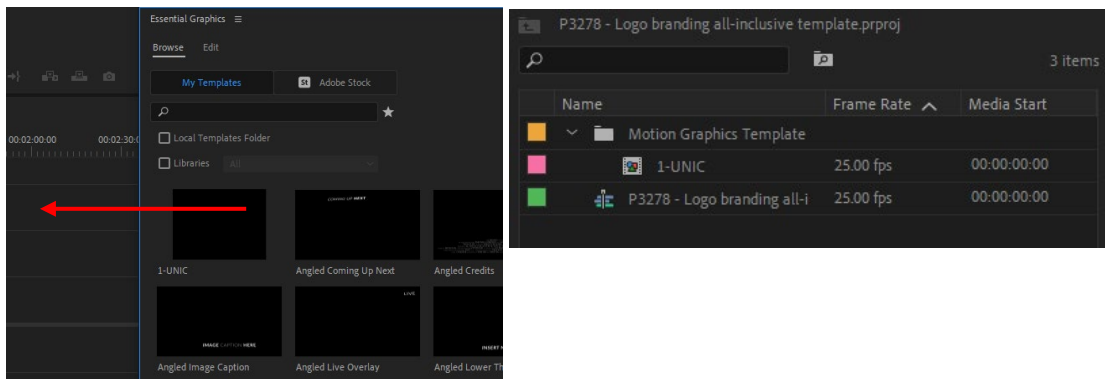
- A new panel **Essential Graphics** will load.



**Note1:** You can follow the same procedure to install the **1-UNIC-LT\_v.3.0** (*Lower third*)

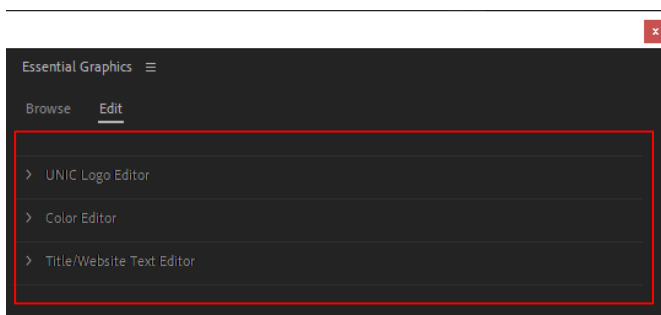
## How to edit the 1-UNIC Motion Graphics Template

- Drag the **1-UNIC.mogrt** from the **Essential Graphics** panel to timeline. Adobe Premiere will create a Motion Graphics Template bin with the clip in your project window. You can import the clip each time you are constructing a head or a tail.



- When you add a template to a sequence, Premiere Pro shows the media as offline until the template completes loading. The template added require Futura font-family to be installed.
- After adding a template to your sequence, you can customize it in the **Edit** tab of the **Essential Graphics** panel to modify its appearance.
- Click the **Edit** tab in the **Essential Graphics** panel. In the **Edit** Menu you will see three different groups:
  - **UNIC Logo Editor**
  - **Color Editor**
  - **Title/Website Text Editor**

**Note 1:** Here you may customize the UNIC head/tail to the needs of the project according to UNIC Brand Guide lines. For more information, please visit the [UNIC Brand Centre](#).

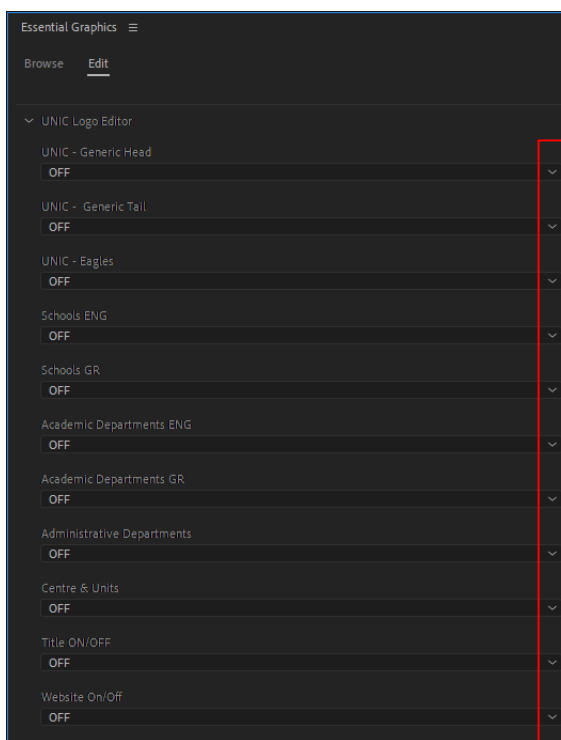


## How to edit UNIC Logo Editor Group

- By default, everything is set to **OFF**
- Click on the arrow to expand the group. Using the **drop-down menu** on the **right**, you can choose **ONE** option from the following categories with the following options.
  - **Generic Head** (*Standard Head*) (*ON/OFF/ON WITH URL*)
  - **Generic Tail** (*Standard Tail*) (*ON/OFF*)
  - **UNIC Eagles Logo** (*Standard Eagles Head/Tail*)
  - **Schools Logo in English** (*Schools ENG*)
  - **Schools Logo in Greek** (*Schools GR*)
  - **Academic Departments in English** (*Academic Departments ENG*)
  - **Academic Departments in Greek** (*Academic Departments GR*)
  - **Administrative Departments English and Greek when applicable.** (*Administrative Departments GR & ENG*)
  - **Centre & Units logos** (*Centre & Units logos*)(*Color options do not apply for some of the logos*)

In combination with

- **Title ON/OFF** (*Use this if you are making a custom head for School/Academic Departments/Administrative Departments/Centre & Units*)
- **Website ON/OFF** (*Use this if you are making a custom tail for School/Academic Departments/Administrative Departments/Centre & Units*)



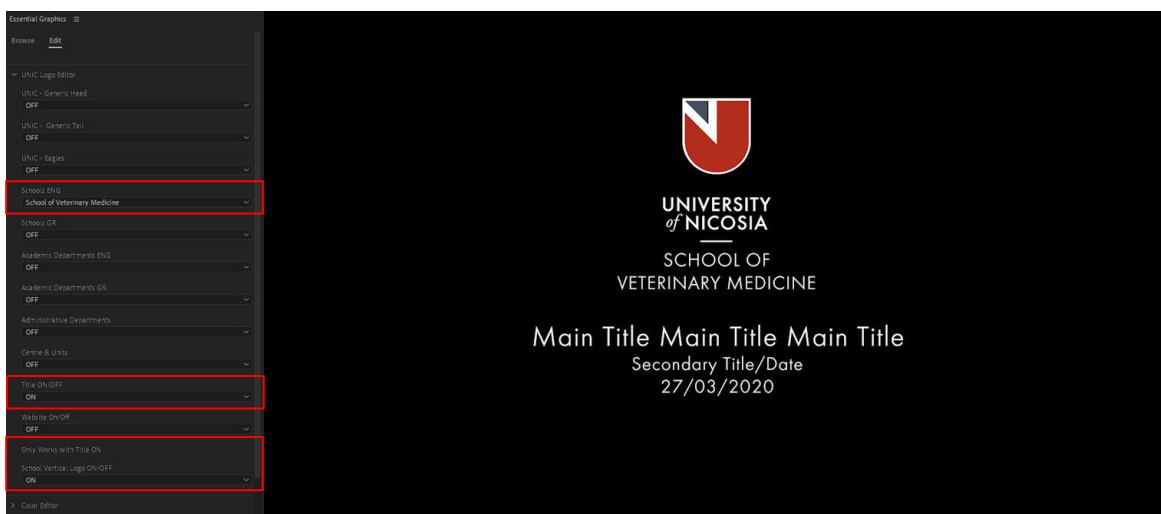
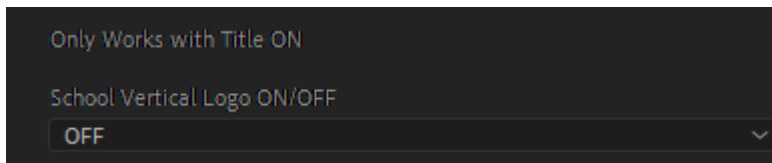
**Note 1:** Always make sure all options are set to **OFF** except the one desired. Failing to do so unexpected results will occur (*see image*).

**Note 2:** You need to *playback* in order to see the animation and the end revealed UNIC logo.



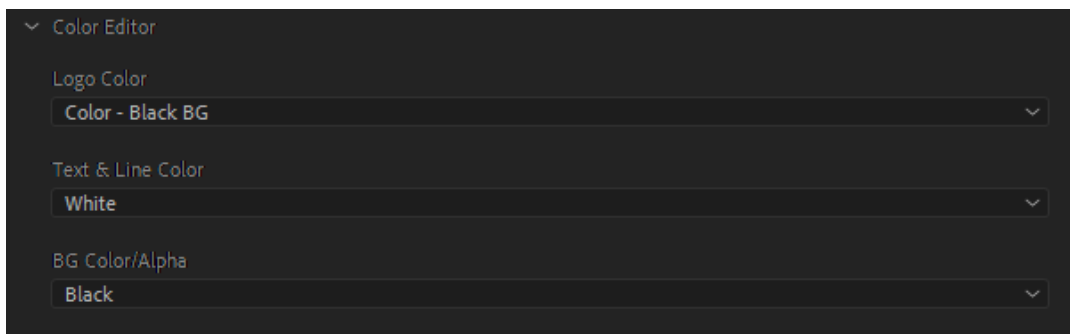
**Note 3:** When this feature is set to ON in combination would allow you to switch between Horizontal to Vertical Schools Logo. It only works with **Title ON** and a selection from the Schools ENG/GR option.

*(USE ONLY UPON REQUEST from a UNIC marketing staff member.)*

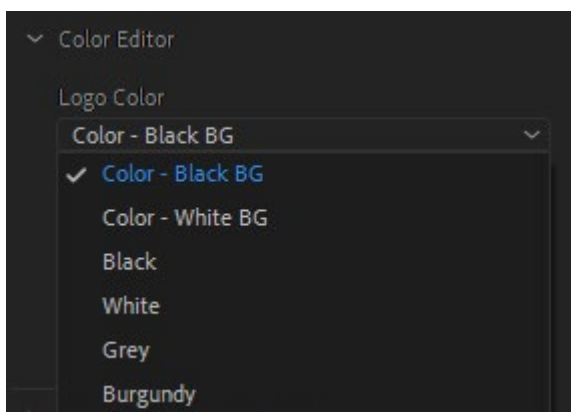


## How to edit the Color Editor Group

- The **Color Editor** consists of three different groups.
  - **Logo Color**
  - **Text & Line Color**
  - **BG Color/Alpha**



- The **Logo Color** consists of 6 options. 2 color versions and 4 monochrome versions.
  - **Color - Black BG** (use this option on a **black background**)
  - **Color - White BG** (use this option on **white background**)
  - **Color - Black**
  - **Color - White**
  - **Color - Grey**
  - **Color - Burgundy**



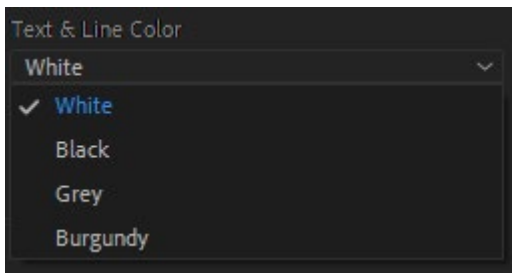
**Note 1:** By default, this option is set to **Color -Black BG** which is the most common practice.

**Note 2:** For more information and guidelines about the correct use of the logo, please visit the [UNIC Brand Centre](#) logo section.

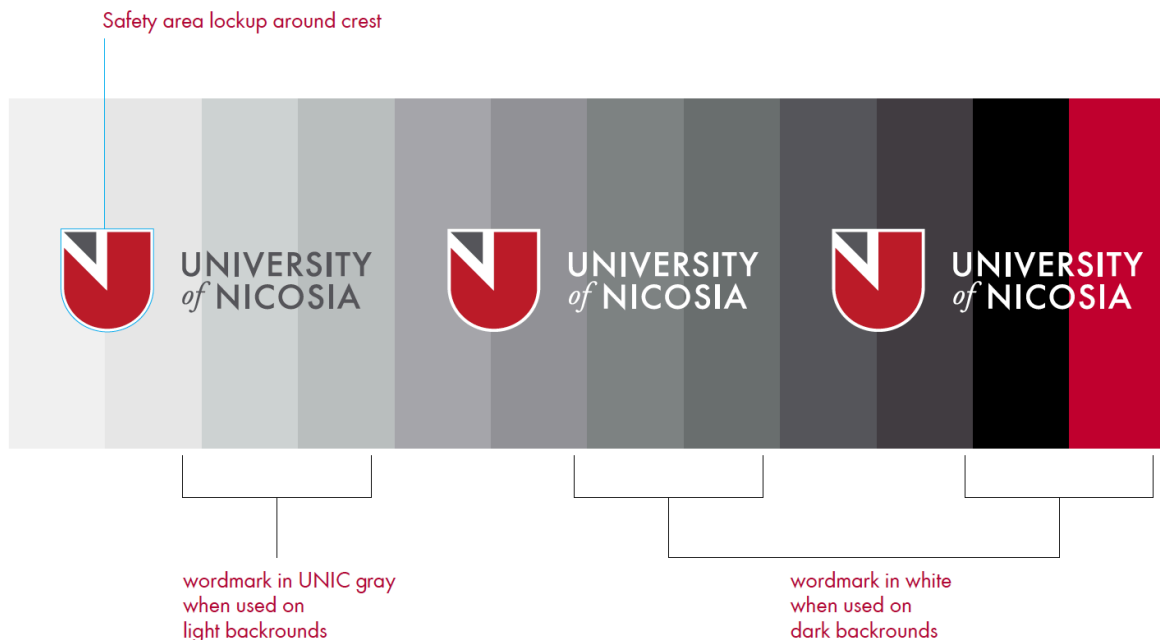
**Note 3:** These options may not apply to some logos when using some of the (**Centre & Units logos**)



- The **Text & Line Color** will enable to change color for all text and line separator. Within this group you can choose one of the main primary UNIC color palette.
  - **White**
  - **Black**
  - **Grey**
  - **Burgundy**



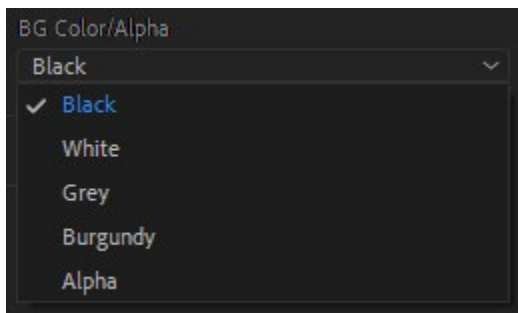
**Note 1:** To allow proper readability and maximum visual impact, a white safety area is set around the crest. The wordmark can be UNIC grey or white depending on the darkness of the background (see image).



**Note 2:** When using the UNIC Logo, the following rules should be adhered to at all times. For more information and guidelines about the correct use of the logo, please visit the [UNIC Brand Centre](#) logo section.

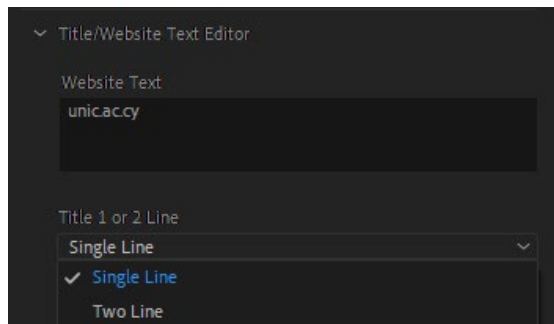
**Note 3:** These options may not apply to some logos when using some of the (*Centre & Units logos*)

- The **BG Color/Alpha** enables the choice one of the main primary UNIC color palette or transparent background (*Alpha*).
  - **Black** (Use this in combination with option **Color - Black BG** in the **Logo Color** group and option **White** in the **Text & Line Color** group).
  - **White** (Use this in combination with option **Color - White BG** in the **Logo Color** group and option **Grey** in the **Text & Line Color** group).
  - **Grey** (Use this in combination with option **Color - White BG** in the **Logo Color** group and option **White** in the **Text & Line Color** group).
  - **Burgundy** (Use this in combination with option **Color - White BG** in the **Logo Color** group and option **White** in the **Text & Line Color** group).
  - **Alpha** (Use this when to use as a video overlay).



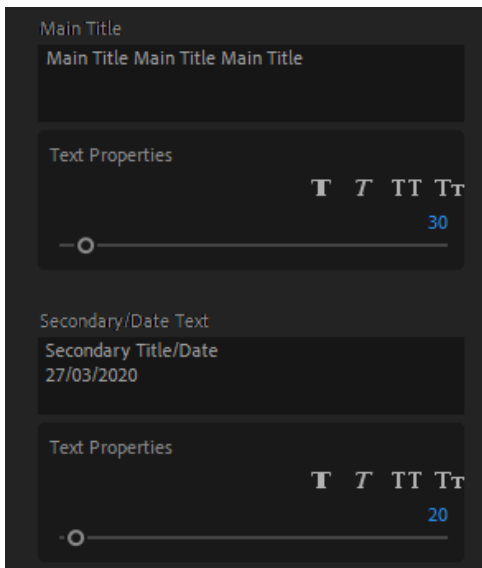
## How to edit the Text & Website Editor

- Within this group you can customize all text edits using text boxes.



➤ Input custom URL. (*You can only text edit this menu*).

➤ Enables Single or Two Line depending how long the title is. By default, is set to **Single**



➤ You can type in the text box the title of the video.

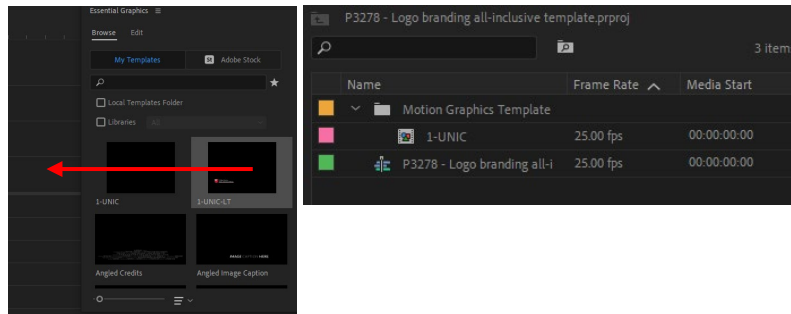
➤ You can customize the appearance of the typography but unless instructed you don't need to. By default, the Main Title font size is **30**.

➤ You can customize the appearance of the typography but unless instructed you don't need to. By default, the **Secondary/Date Text** font size is **20**.

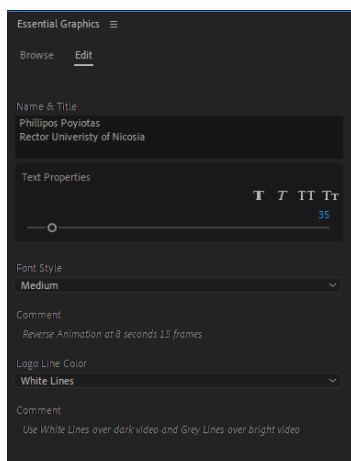
**Note 1:** The above also apply for **Two Line** title option.

## How to edit the 1-UNIC-LT Lower third motion graphics template

- Drag the **1-UNIC-LT\_v.3.0.mogrt** from the **Essential Graphics** panel to timeline. Adobe Premiere will create a Motion Graphics Template bin with the clip in your project window. You can import the clip each time you are constructing a head or a tail.



- When you add a template to a sequence, Premiere Pro shows the media as offline until the template completes loading. The template added require Futura font-family to be installed.
- After adding a template to your sequence, you can customize it in the **Edit** tab of the **Essential Graphics** panel to modify its appearance.
- Click the **Edit** tab in the **Essential Graphics** panel. In the **Edit** Menu you will see two different groups:
  - **Name & Title** (*Editable Text box & Text Properties*)
  - **Font Style** (*Menu for Bold-Italics, USE ONLY UPON REQUEST from a UNIC marketing staff member.*)
  - **Logo Line Color** (*White Lines or Grey Lines, Use White Lines over dark video and Grey Lines over bright video*)



**Note 1:** Reverse Animation at 8 seconds 15 frames.