

# Measured Progress PowerPoint Templates Instructions

With the Measured Progress PowerPoint templates, you can create new presentations or convert an existing presentation without having to retype your slides. This document explains the use of the templates in three ways:

Part A: Create a new presentation from scratch using the Design Template

Part B: Convert an old presentation to the new style by using the Slide Templates

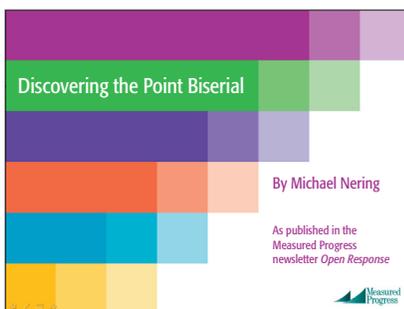
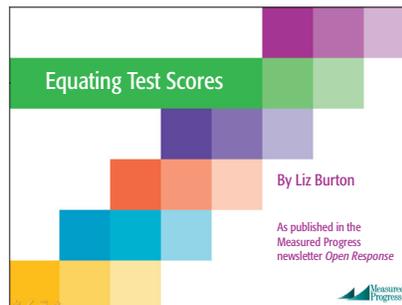
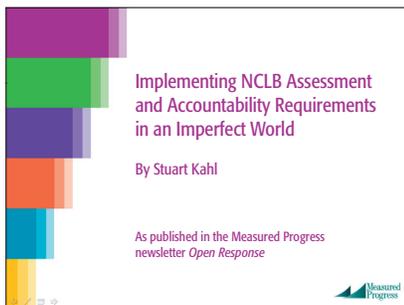
Part C: Install the templates into your program for frequent use

## About the PowerPoint Templates

Presentation and Slide Templates both consist of the following components:

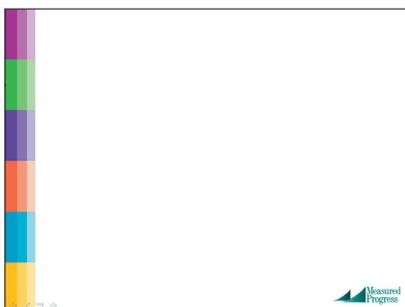
### 1. Title /Closing Slides

The four versions of this slide can include presentation titles, introductions, or concluding statements.



### 2. Interior Slide

This slide has a white background for the main content of the presentation.



### Corporate Fonts

The corporate fonts (Weidemann and Frutiger Condensed) should be used for all presentations. Call the Helpdesk and request installation, or find the font files on Insite/General/Corporate Graphics Library. Otherwise, you can use the templates created with the regular fonts Times New Roman and Arial Narrow.

### Clear Type

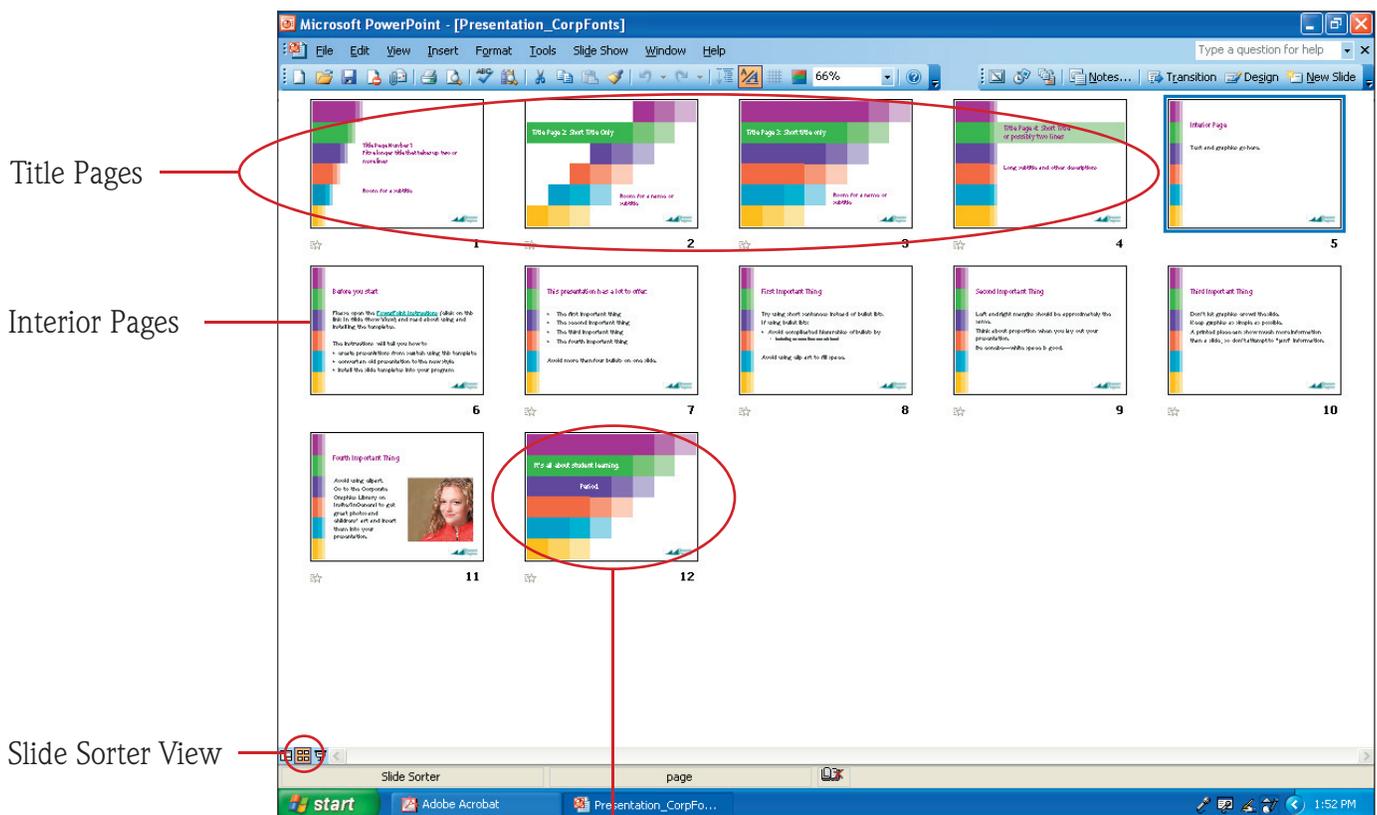
Your fonts will look much better on your screen and in your PowerPoint presentations when choosing the Clear Type setting in your Properties. Click on your screen, go to Properties/Appearance/Effects/Use the following methods to smooth the edges of screen font/select: Clear Type

# Part A: Create a new presentation using the Presentation Template

On Insite, go to InGeneral/Corporate Graphics Library. On the page, find the links to the Presentation Templates. Choose a font set you will work with. **Open the file and save it to your computer or a network place before working within the template.**

Each Presentation Template contains a complete presentation you can use with your text and graphics.

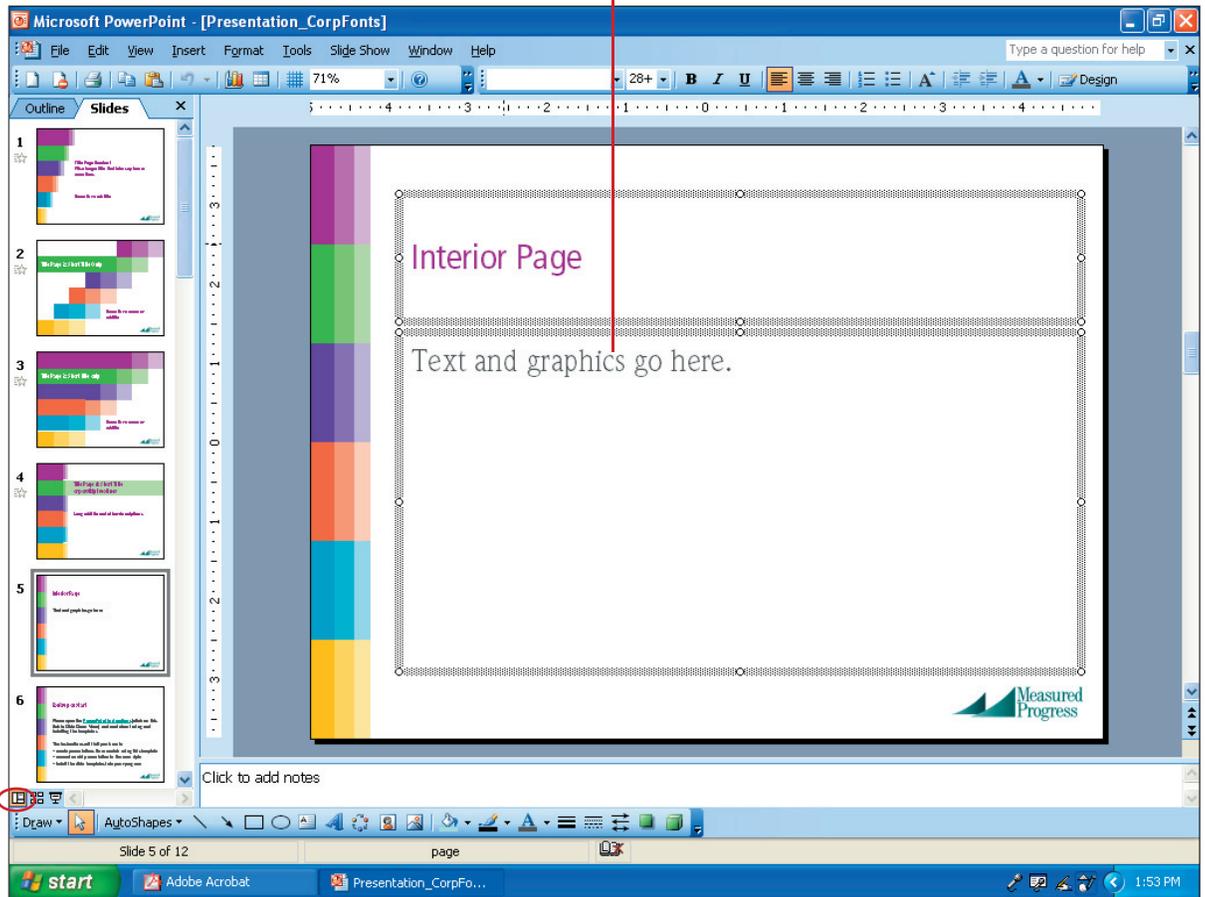
- The slides are arranged in the order of Title slides, Interior slides, and Closing slide.
- The Interior slides can hold graphics, graphs, text, and bulleted lists.
- Slide transitions are preset for slide shows.
- The color-coordinated text is formatted on each page with header and body text.
- To add Interior slides in the Slide Sorter View, click on the slide you want to duplicate, and go to Edit>Duplicate
- To remove slides, click on the slide(s) and push delete on your keyboard
- Also in Slide Sorter View, drag slides to change their order.



## Closing Page

You can create your own page or use the page displaying the Measured Progress motto.

In Normal View, edit slide header and body text by clicking on the text.



When finished, click on the Slide Show View to review your presentation.



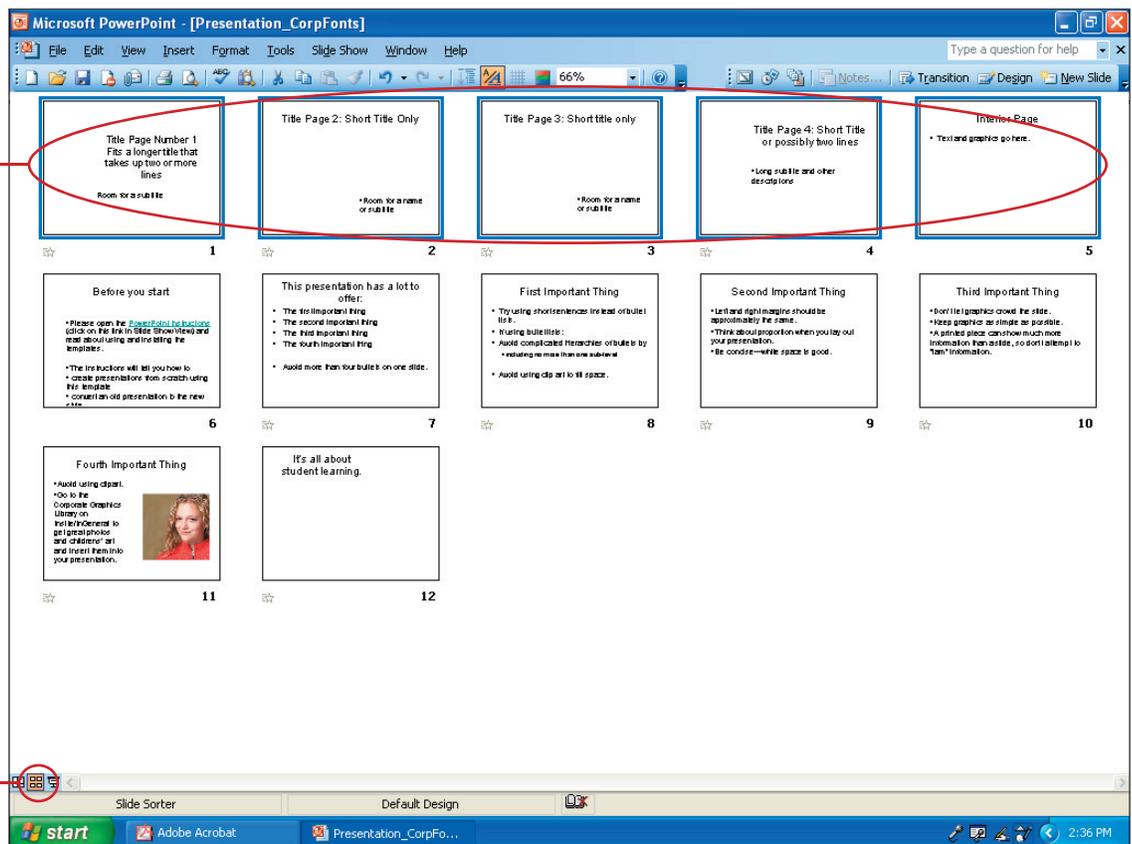
Slides are set to advance on mouse clicks. This can be changed under Slide Show/Transitions.

## Part B: Add Slide Templates to an existing presentation

On Insite, go to InGeneral/Corporate Graphics Library. On the page, find the links to the Slide Templates. Choose a font set you will work with. Did you install the corporate fonts yet? The folder contains four Title slide templates and one Interior slide template. **Copy the files to your computer or another network place.**

Open the presentation you want to update. Under View, select Slide Sorter. Select the slides you want to convert.

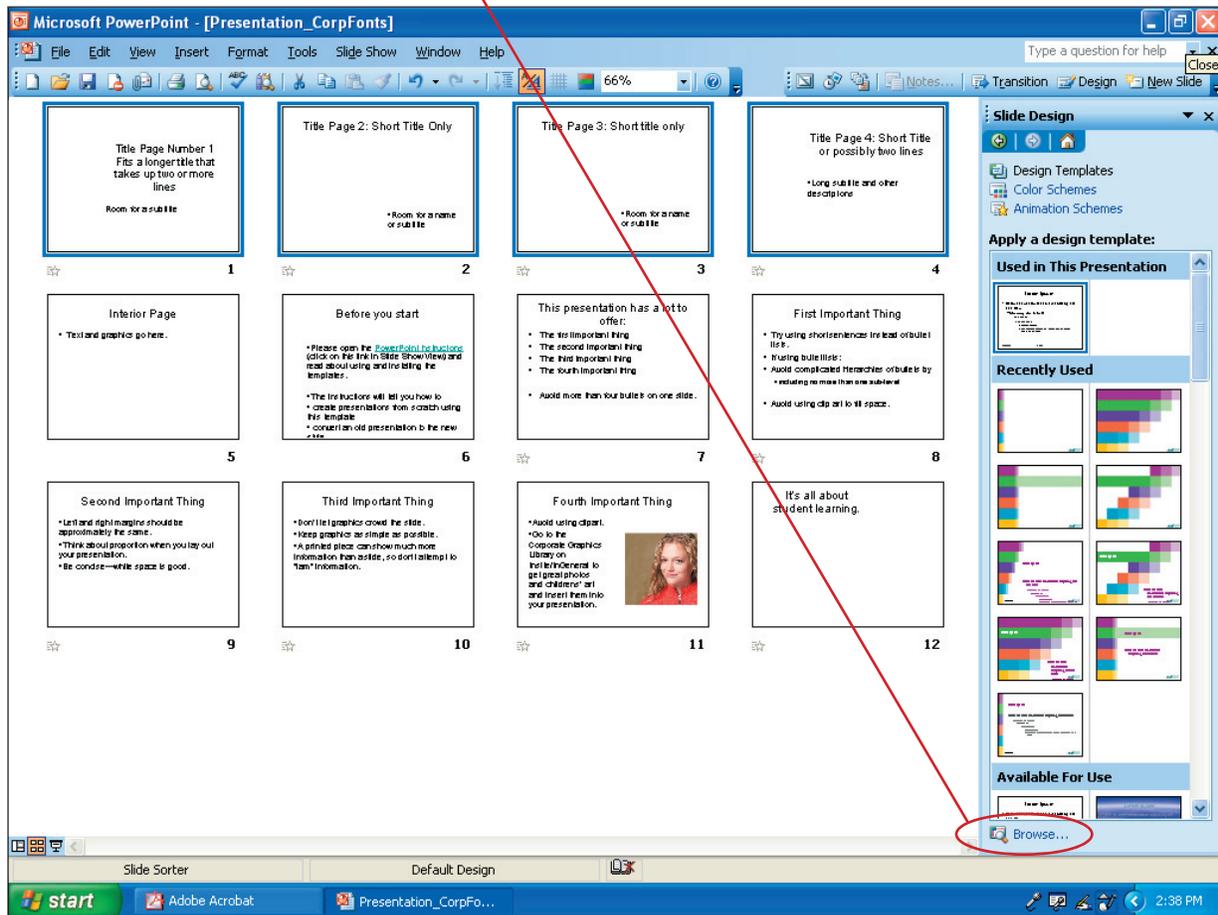
Select multiple slides by holding down the Shift key



Slide Sorter View

Go to Format/Slide Design. This will open the slide design palette on the right side of the screen.

In the slide design palette, click on **Browse . . .** and go to the location of the Slide Templates you copied.

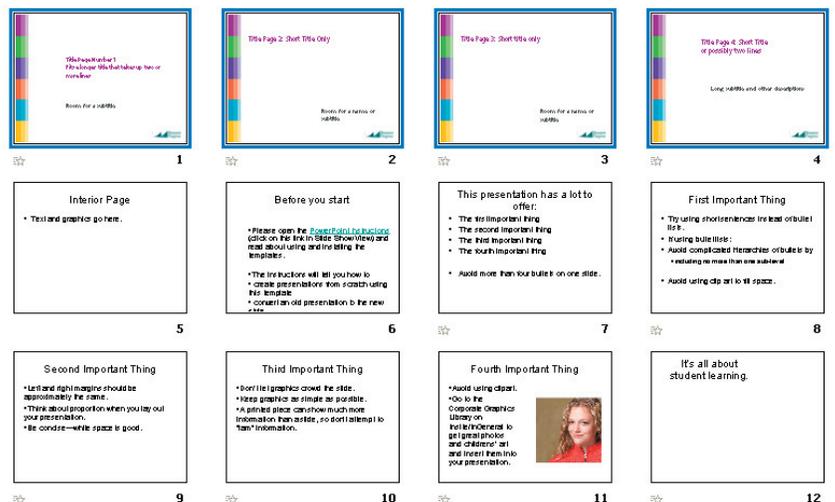


Choose the Slide Template you want to apply to the selected slides, e.g. InteriorCorpFonts.pot.

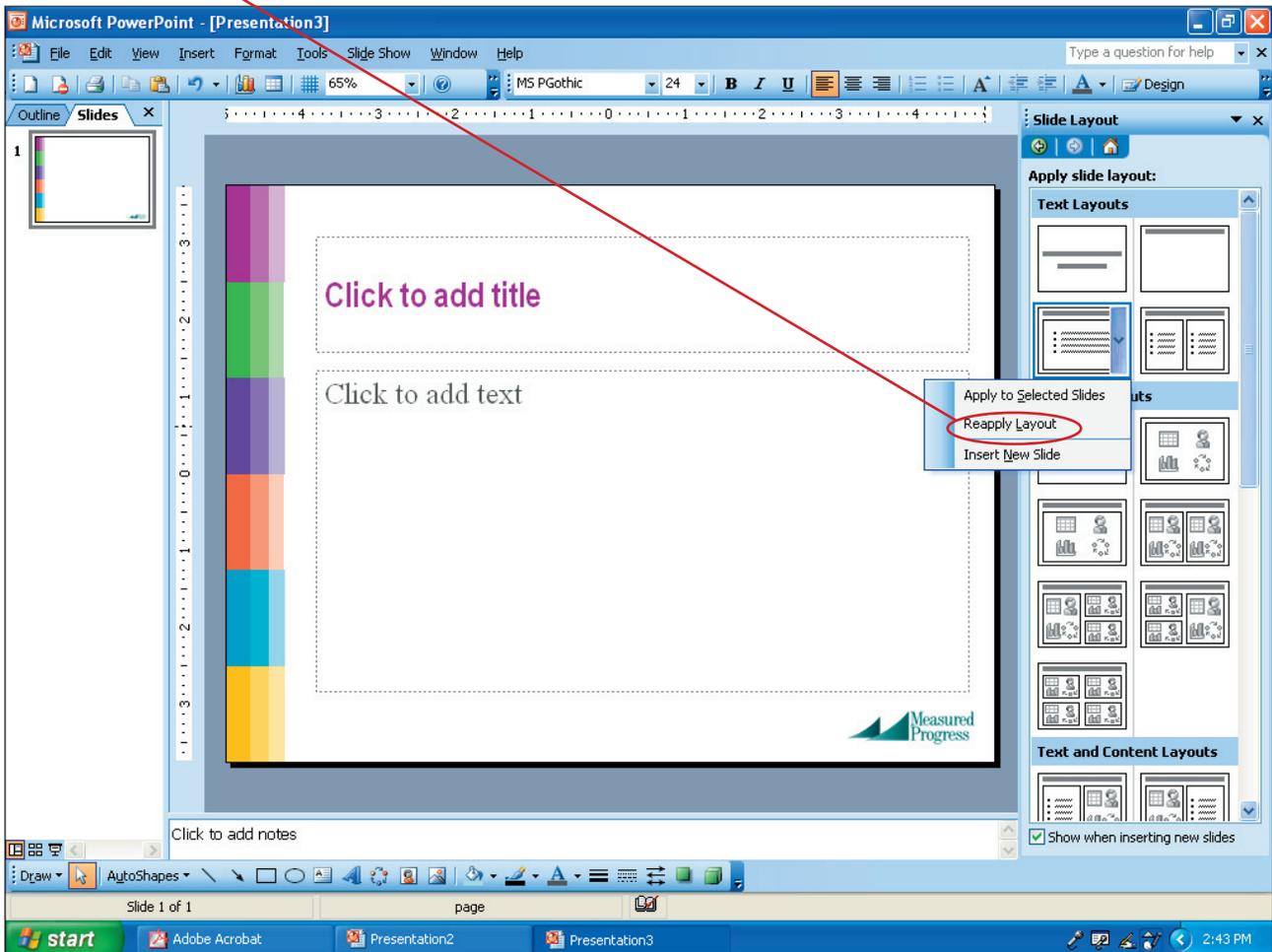
All selected slides will now show the new design. Formerly placed text and graphics are not lost but sit on top of the Slide Template.

Repeat steps as needed to change all slides, also using the various templates for the Title slides.

Part C shows you how to install the Slide Templates into your PowerPoint program and use them directly from the slide design palette.



If applying the Slide Templates did not change the fonts and font colors, or if you are pasting text in a different font from other sources, you need to reapply the slide layout. Go to Format/Slide Layout. This opens the slide layout palette on the right. Select the layout of your page and click on Reapply layout.

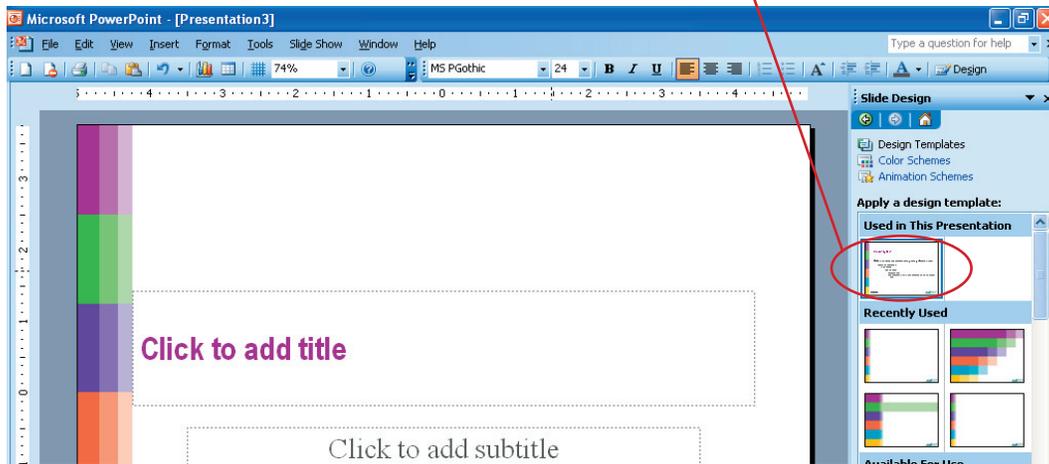


## Part C: Install Slide Templates into the PowerPoint program

On Insite, go to InGeneral/Corporate Graphics Library. On the page, find the links to the Slide Templates. Choose a font set you will work with. Did you install the corporate fonts yet? The folder contains four Title slide templates and one Interior slide template. **Copy the files to your computer or another network place.**

In My Computer, access the C: Drive or Hard Drive. Go to Program Files/Microsoft Office/Templates/Presentation Designs. Copy and paste or drag and drop the Slide Templates into this folder.

Now you can apply the Slide Templates by selecting them from the thumbnail list in the slide design palette.



After adding the Slide Templates from Part B into PowerPoints list of permanent design templates, you can use them to change an existing presentation or to create a new presentation.

