GIS PowerPoint Template
Instructions for PowerPoint 2013

About the Template

The GIS PowerPoint Template has been created for adaptation and use by any Government department, using the new style of Government logo.

Tailoring the Template to your department's needs

Editing the Template

The Template is a **.potx** file (PowerPoint 2007-2013 Template), rather than a **.pptx** PowerPoint 2007-2013 Presentation file. When you double-click on a .pptx file, it opens and you can edit it. When you double-click on a .potx file, the Template creates a new Presentation (usually called Presentation1) based on that Template and the .potx file remains unchanged.

To open the actual Template to edit it, either use PowerPoint's **File > Open** menu, OR **right-click** the Template file in it's Windows Explorer location and choose **Open**.

Slide Masters define layouts, backgrounds, colours, fonts, placeholder sizes, and positioning. They are applied to slides in a Presentation as Slide Layouts. Changes made to Slide Masters globally affect the slides which are based on them. To edit the Slide Masters, choose **View > Slide Master**.
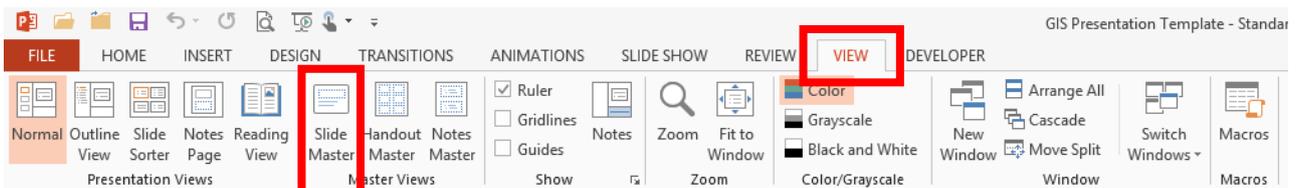
Adding your logo to Slide Masters

The Template's slides have 'placer' logo images, showing where you should put your logo. To insert your logo:

1. Open the Slide Masters by choosing **View > Slide Master**.
2. Scroll up and select the very first (hierarchy top-level) Master.
3. Click on the placer logo image and delete it.
4. Select **Insert > Pictures**, select your organisation's logo and click **Insert**.
5. Click on the logo, select **(Picture Tools) Format**.
6. In the **Size** section set the appropriate size for your logo.
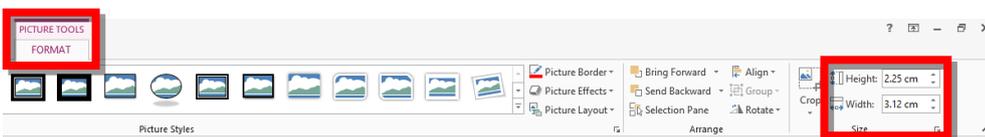
For a logo with the standard Royal Arms, to get a 12mm width for the arms, set the height to:
- 14.7mm (1.47cm) for a single-line department name,
- 17.6mm (1.76cm) for a two-line department name, or
- 22.5mm (2.25cm) for a three-line department name.

Click the second Slide Master (Title Slide) and repeat the above steps, sizing the logo as follows:
- 17.2mm (1.72cm) for a single-line department name,
- 24.5mm (2.45cm) for a two-line department name, or
- 33mm (3.3cm) for a three-line department name.

Note that the Template design is intended to have a slightly larger logo on the Title Slide than on the other slides.

7. **Right-click** the logo, choose **Format Picture > Size & Properties**. Under **Position**, set the **Horizontal** and **Vertical** position as follows:-

Slide Size	Horizontal	Vertical
Standard Size	1.80cm	1cm
Widescreen Size	2.33cm	1cm

8. To ensure your logo is screen reader Accessible, choose **Format Picture > Size & Properties > Alt Text**, complete the Alt Text fields.
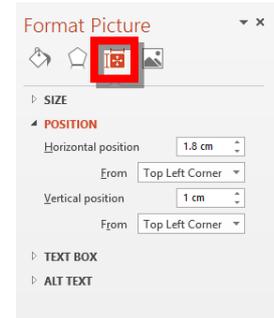
Adding your corporate font and colour

Formatting applied to the top-level Slide Master cascades to all lower level slides in the hierarchy so that they can contain both content from the top-level Master and independent content. The second Slide Master sets the format of the Title Slide.
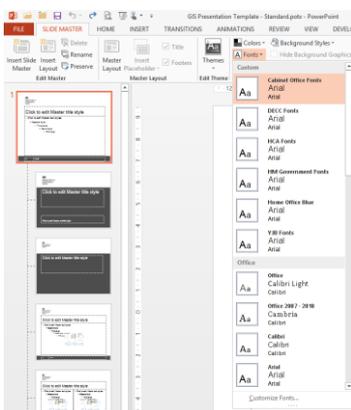
To globally change the fonts for all of the Template's slides, either choose **Slide Master > Fonts** and apply a pre-defined font set (or create your own by choosing **Customise Fonts** and selecting a font to apply to headings and a font to apply to body text).

Alternatively:
1. Select the first (top-level) Master Slide.
2. Select the heading placeholder.
3. Choose **Home** and apply fonts using the **drop down menus**. Alternatively, choose **Home > Font** fly-out menu.
4. Select the text placeholder and repeat the above steps.

To change the colour of the slide titles:
1. Select the top-level **Slide Master**.
2. Select the heading placeholder.
3. Choose **Home** then the **Font Colour Picker**. Alternatively, choose **Home > Font** to set font options.
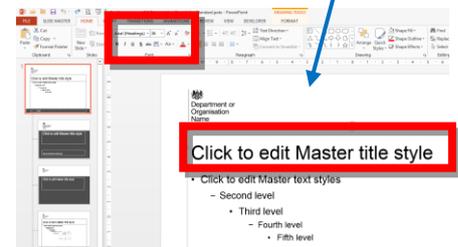
Changing the colour of the colour bands

To change the colour of the colour bands on the Title Slide and in the footer area of all other slides:
1. Click on the colour band in the footer area of the top-level Slide Master.
2. **Right-click** and choose **Format Shape**.
3. In **Shape Options > Fill**, select **Colour**, click **More Colours**.
4. On **Custom** tab type in the Red Green Blue (RGB) mix for your colour.

Repeat these steps for the large colour band on the Title Slide.

Bespoke PowerPoint Templates

This Template was produced by DESIGN102 to facilitate the production of consistently formatted presentations across Government. If you require a more complex presentation design, contact design102@justice.gsi.gov.uk who provide a bespoke PowerPoint Template design service.