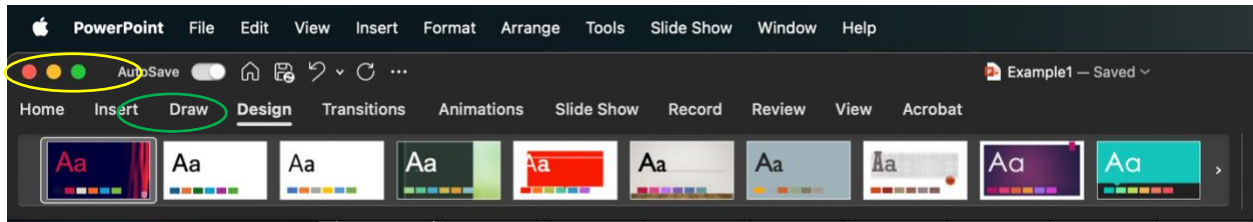




## Employee PowerPoint User Guide

### Step 1: Opening a new file

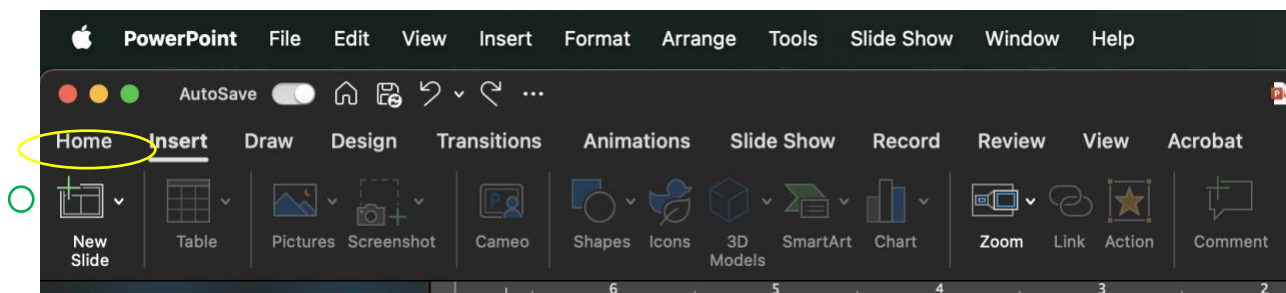
When opening a new file, please use the file “**2026 Generic PowerPoint.thmx**”. This is a theme file for PowerPoint and will allow you to automatically load in the pre-created theme and our pre-saved brand colors into your PowerPoint. Using this file should automatically set the theme but make sure to double check in your **design** tab in the navigation bar at the top of your screen. It should appear first like the photo below.



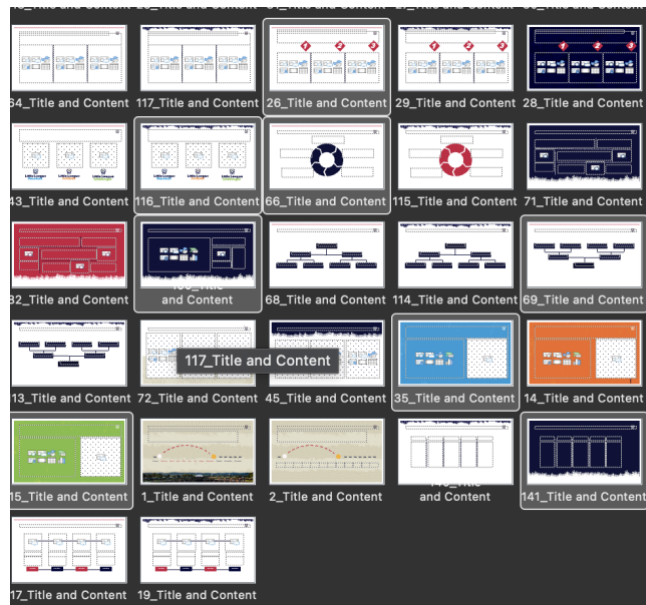
**Helpful tip:** Before starting your PowerPoint, make sure to “Save As” the file to a location you will remember and enable auto save in the top left corner to ensure none of your progress is lost!

### Step 2: Creating your PowerPoint

Since you have started with the 2026 Generic PowerPoint.thmx file, all of your fonts and colors should be set and ready to go! When adding another slide, go to the **insert** tab in the navigation bar at the top of your screen. Click on the **down arrow** next to “New Slide”

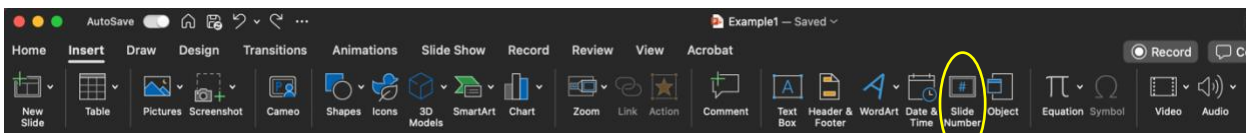


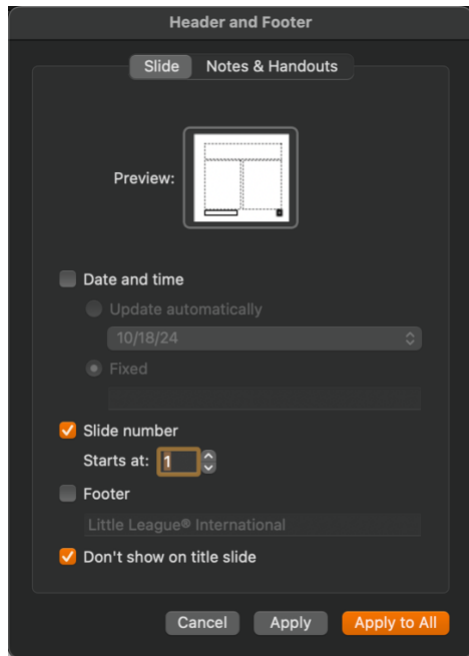
All of the pre-templated slide options will come up in a scroll menu as follows below. Click whichever best suits your needs. We strongly encourage you to use the templates as they currently stand, rather than trying to edit or adjust them yourself, as they are built to limit the total amount of characters on the slides in line with presentation best practices.



### Step 3: Inserting Page Numbers

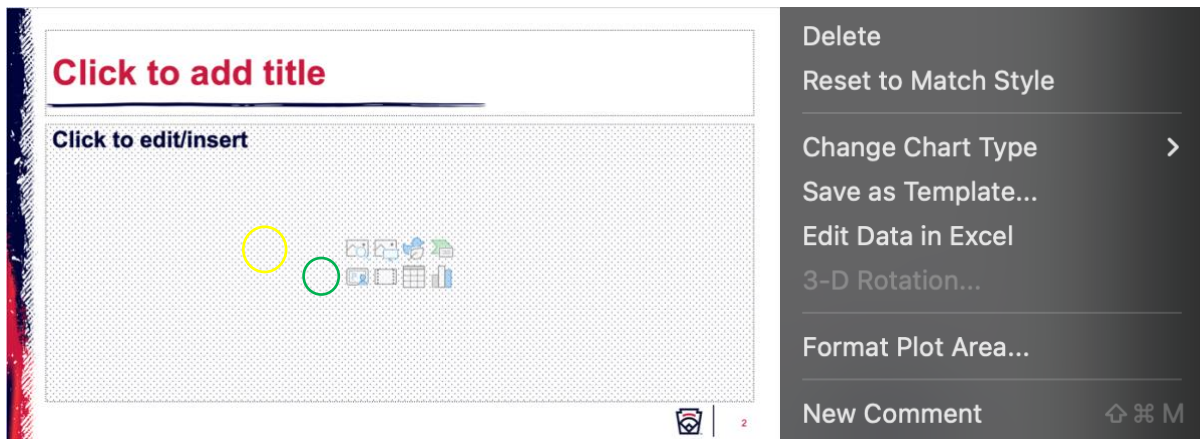
To insert page numbers, go to the Insert panel and click slide number. Apply the settings below for consistent slide numbers. These will not show on title slides/section breaks. If you wish for the first slide after the title slide to be listed as 1, set the “**starts at**” to 0.





## Step 4: Inserting Photos/Icons/Graphs

To insert a photo, you will click the following icon on the photo below. This will allow you to pull any photo from your machine or the drives. To assist all employees, we have [created a shared drive](#) for any of your photo needs as these have already been scrubbed of competitor logos. Slides that are meant to only use a photo will not have other options available. If you want to use a graph instead, use the following icon on the photo below and insert the necessary data in the pop-up spreadsheet. If there are any data or color adjustments needed, this can be done by right clicking on the graph. To change the data, click **“Edit Data in Excel”**. To change any colors in the graph, choose **“Format Plot Area”** and select a color from the provided color scheme. By clicking on a specific bar, you will be changing all the bars associated with that bar. Likewise, to change the background color, click the background of the chart or graph and choose a color.



***Please reach out to the Creative Team if there are any questions that have not been addressed in the document above, if you need a more in-depth deck created, or if you would like any help putting together and going over your PowerPoint.***