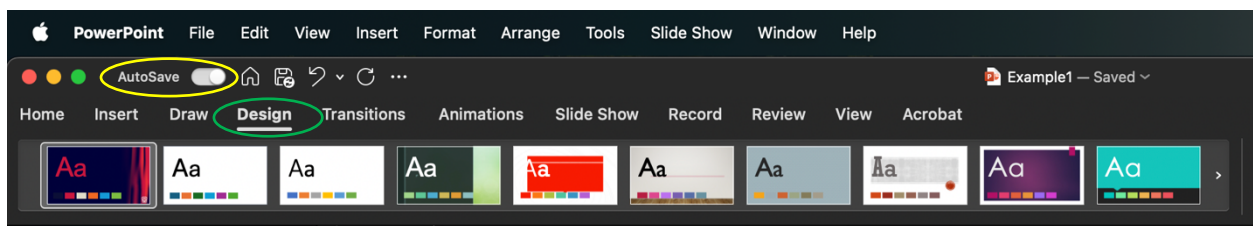


# PowerPoint Best Practices

## Opening a new file

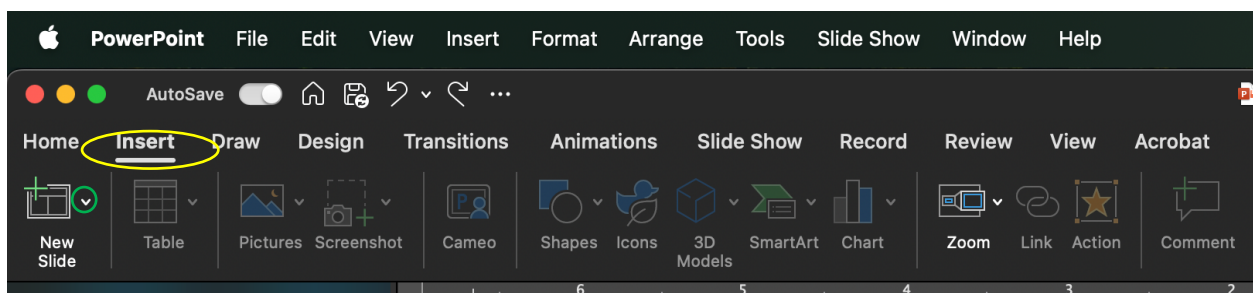
When opening a new file, please use the file “**Generic LL PPTX\_ Generic Staff.thmx**”. This is a theme file for PowerPoint and will allow you to automatically load in the Generic LL theme and our pre saved brand colors into your PowerPoint. Using this file should automatically set the theme but make 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 the file and enable **auto save** in the top left corner to ensure none of your progress is lost!

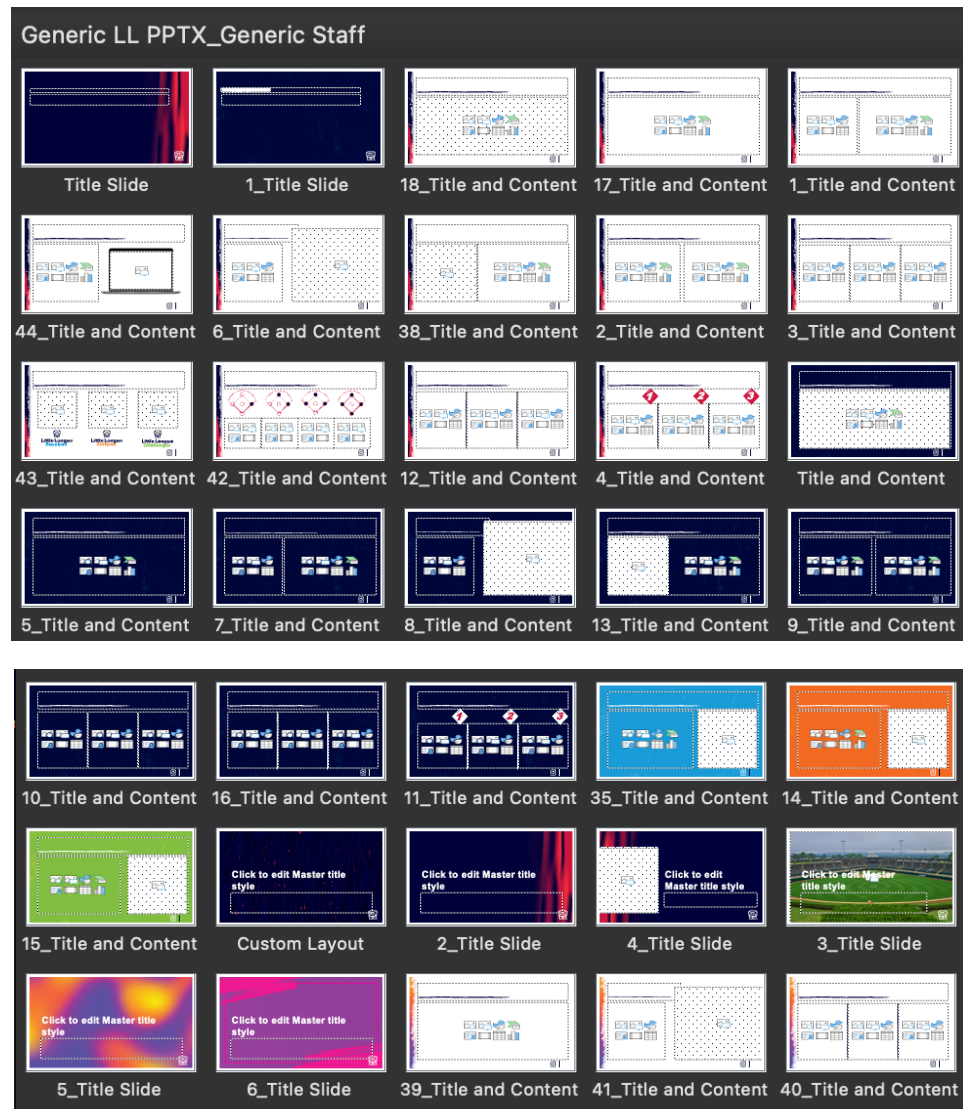
## Creating your PowerPoint

Since you have started with the Generic LL.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”



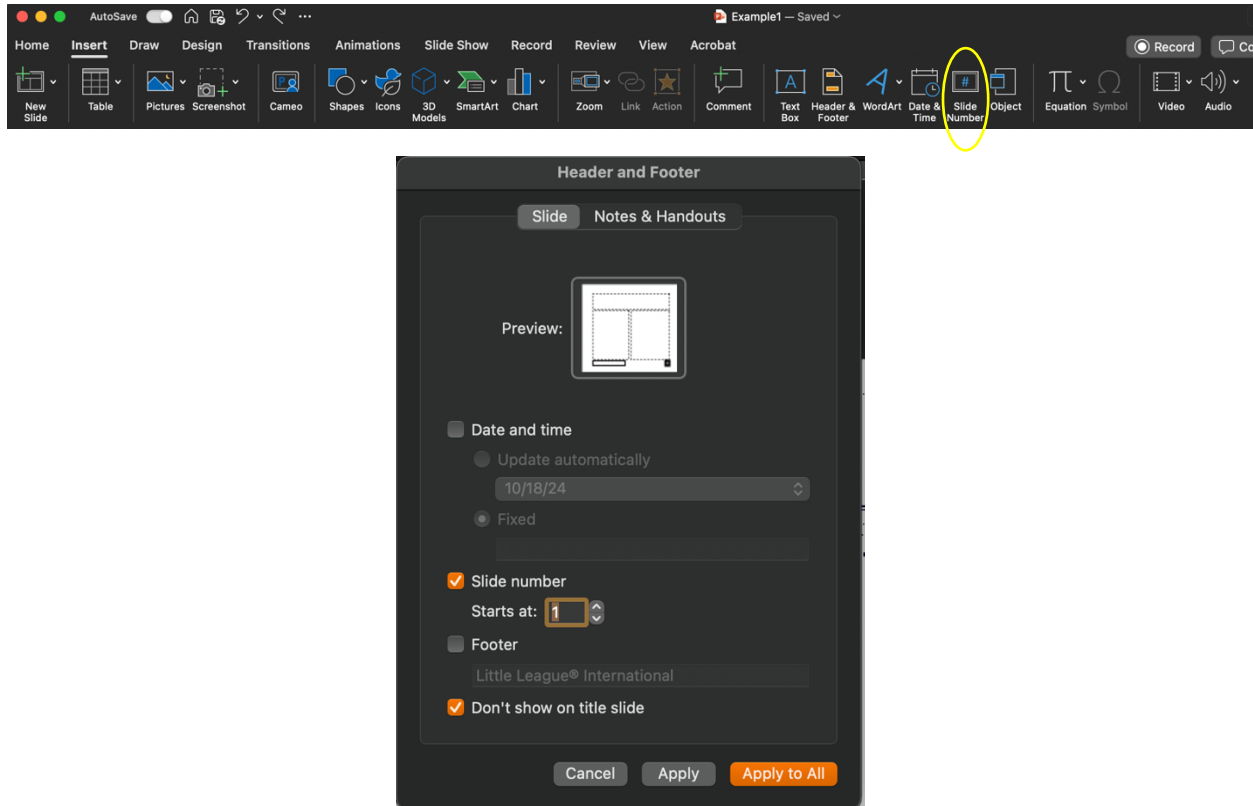
All of the slide options will come up in a scroll menu as follows below. Click whichever best suits your needs. Each set has the following created along with slides for GWG.

1. Title with large insert
2. Title with large text box
3. Title with text box and graph insert
4. Title with text box and photo on right
5. Title with text box and photo on left
6. Title with two columns of text
7. Title with three columns of text
8. Title with three columns of text and dividers
9. Title with three numbered columns of text and dividers



## Page Numbers

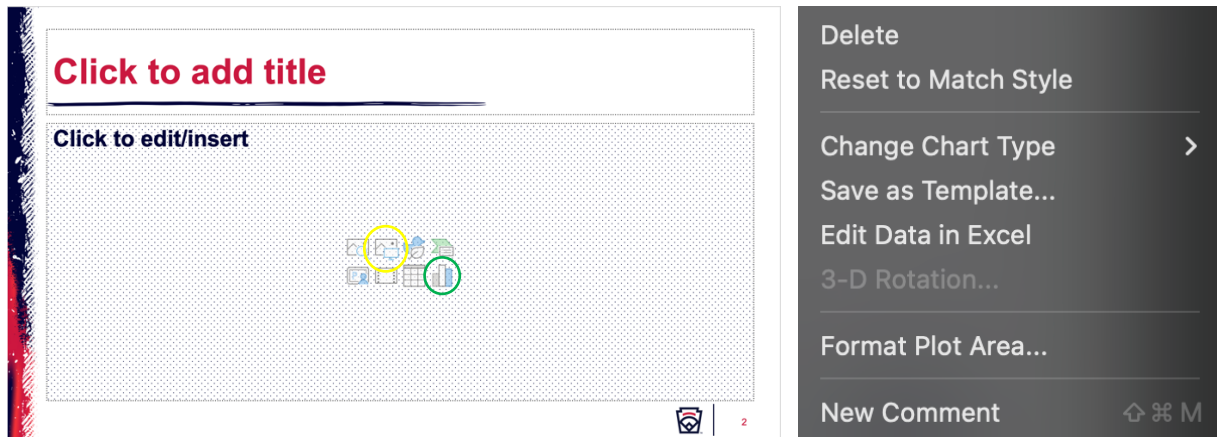
To **insert page numbers**, go to the Insert panel and click slide number. Apply the settings below for consistent slide numbers. These will not show on title slides/section breaks. If you wish for the first slide after the title slide to be listed as 1, set the “**starts at**” to 0.



## Inserting Photos/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. Please consider using the photo library found on the **Archive Drive** (**smb://llb-nas-wmspt/Archive/Photo Library**) for any of your photo needs as these have already been scrubbed. 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. Insert the necessary data in the pop up excel. 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.



## Icons & Elements

Icons and elements are located in the Archive drive in a folder called PowerPoint Assets (**smb://llb-nas-wmspt/Archive/Powerpoint Assets**). All the current elements are within the Master slides while the icons can be found at the above link provided. If needed, simply drag and place the file. Please only use either white or navy if recoloring is necessary. This will allow for brand consistency.

***Please reach out to the creative team if there are any questions that have not been addressed in the document above or if you would like any help putting together and going over your PowerPoint.***