Installing Fermilab's PowerPoint Template File (Mac)   1

PowerPoint Template File

A Fermilab PowerPoint template has been created based on Fermilab's brand and identity. This template file is available to install and save on your computer for use on all future Fermilab presentations. This file offers a clean layout, clear typography and appropriate color choices.

The template file is available only in the standard 4:3 format.

Powerpoint Guidelines

This guideline provides information on installing the template file, opening the file to begin creating your PowerPoint, selecting slide layouts, and a brief style guide on the header and footer, colors, and fonts. The examples in this guide are screenshots from PowerPoint 2011 and 2008 on a Mac computer. Keep in mind that PowerPoint will have a different interface and layout depending on your operating system and software version of Microsoft Office.

Installing Fermilab PowerPoint template on your computer

1. **Open** the file in PowerPoint. Select **Save As.** In the **Save As** window, change the file name to: **FermilabTemplate.**

2. Click **Format** and choose **PowerPoint 97–2004 Template (.pot)**, or **PowerPoint Template (.potx)** if you have a 2007 version or newer. Click **Save.**

    After selecting the (.pot) or (.potx) in the ***Format field,*** *your computer will by default go to the folder called* ***My Tem-plates.***

    The file path to the ***My Templates*** *folder on your computer will vary depending on the version of your software and operating system. An example file path of where your file will be saved can look something like this:*

    Mac OSX: *Users/username/Library/Application Support/ Microsoft/Office/User Templates/My Templates.*
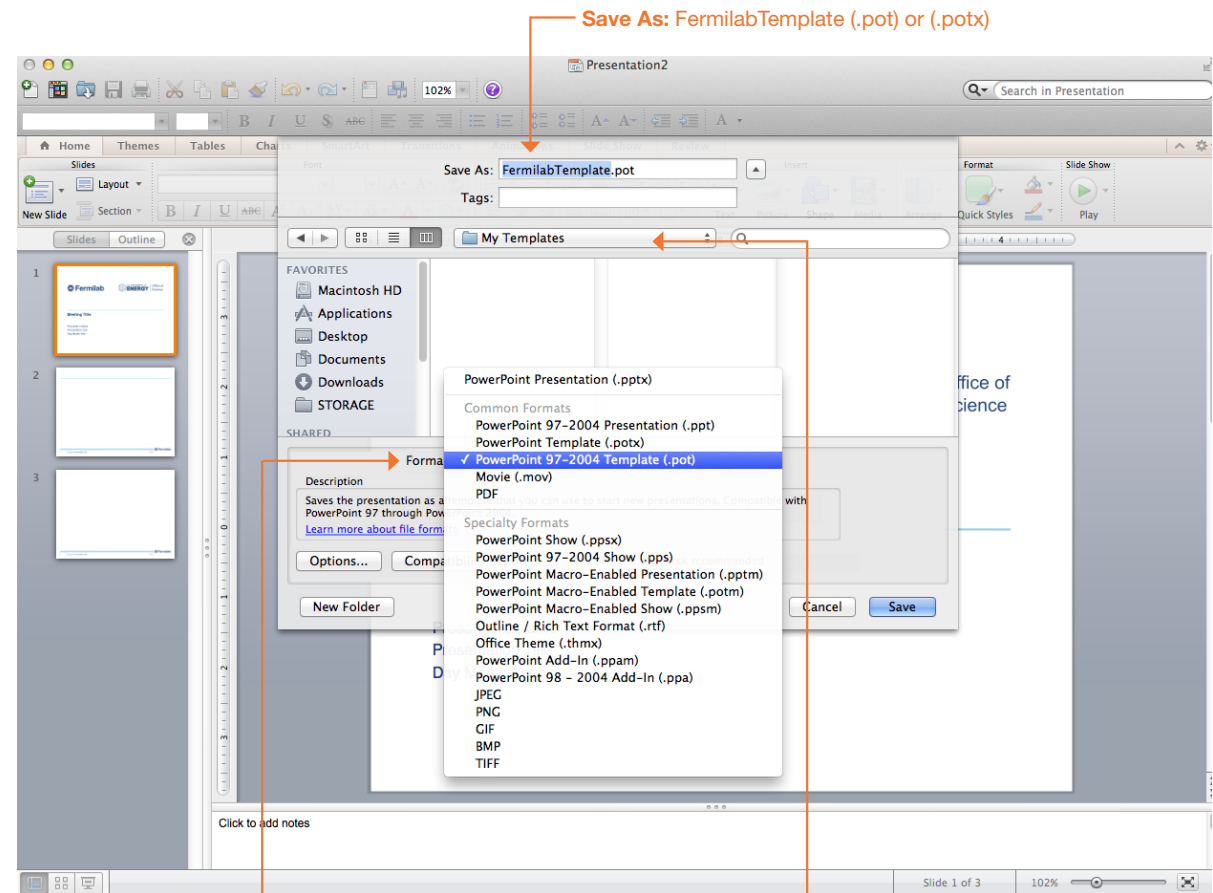
3. After saving, close and quit PowerPoint.

    Installing the template file does not need to be repeated unless the file has been deleted from your hard drive. When saved in the ***My Templates*** *folder as a (.pot) or (.potx), your template file will be built into your PowerPoint program.*

    Next: Opening the Fermilab Template file to begin working on your PowerPoint presentation.

Helpful site:

http://office.microsoft.com/en-us/mac-word-help/create-and-use-your-own-template-HA102929444.aspx#BMpp

Save As: FermilabTemplate (.pot) or (.potx)

Format: PowerPoint 97–2004 Template (.pot) or PowerPoint Template (.potx)

Folder: My Templates (this should change by default after (.pot) or (.potx) has been selected.

Opening the Fermilab Template File 2

Opening the Fermilab Template file

To open the template file that has just been installed, reopen PowerPoint. Opening the Fermilab template file will vary depending on the version of operating system and particular set up of the machine being worked on. In PowerPoint 2011, a gallery window may appear upon opening the program, and the template can be easily selected from here.

If you have an older version or the gallery window does not appear, click on **File** and select **Project Gallery** (version 2008) or **File** and select **New from Template** (version 2011).

The examples below show how to open your template file within PowerPoint using the Gallery feature.

PowerPoint 2011

Fermilab PowerPoint Template file should appear in the gallery here.

This is another way to open the template file in 2011 version.

Leave blank.

Leave blank or choose Arial; Arial.

The template is designed in **Standard (4:3)** format.

Colors and Fonts are explained in more detail on pages 7-8.

PowerPoint 2008

1. Click the **Gallery** icon.

2. Click **Browse...** to find the Fermilab Template file.

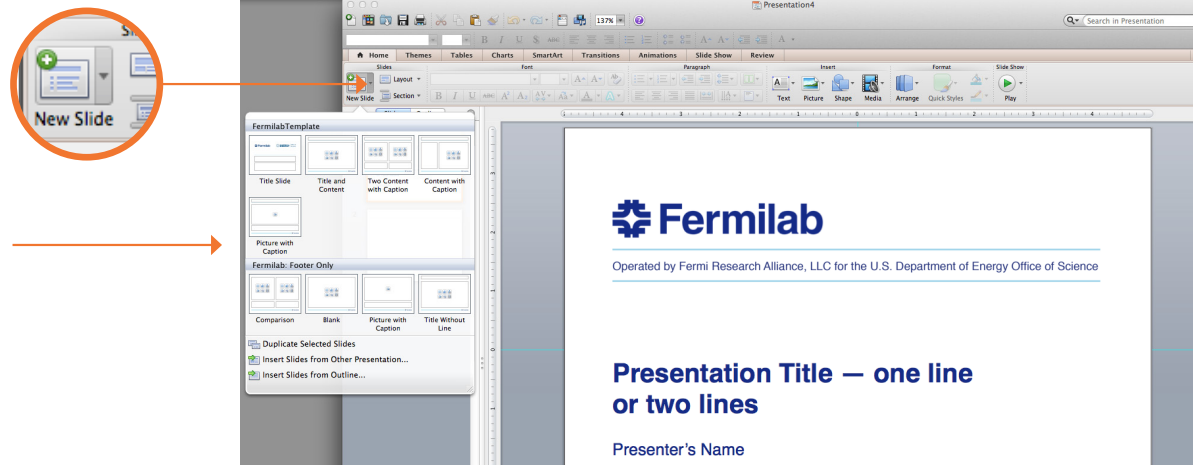# Selecting Fermilab Slide Layouts

Selecting the Fermilab Slide Layouts

To insert a new slide using Fermilab's slide layout design, locate the **Slide Layouts** tab in your version of PowerPoint. Thumbnails showing a variety of slide layouts should appear.

The **Insert new slide** toggle and **Slide Layouts** tab will be in different locations depending on the version of operating system and particular set up of the machine being worked on.
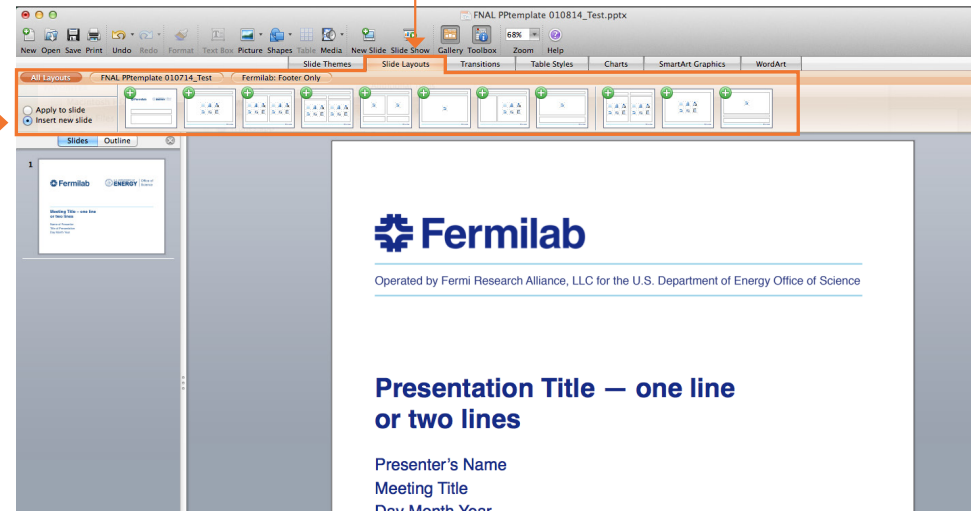
Selecting Fermilab Slide Layouts in PowerPoint 2011

1. Click the small triangle to **insert new slides.**

2. Select from the various Fermilab template slide layouts.

Selecting Fermilab Slide Layouts in PowerPoint 2008

1. Click on the **Slide Layouts** tab to reveal layout options.

2. Click on the toggle next to **Insert new slide.** This will allow you to choose from the various Fermilab template slide layouts.

Helpful site

http://office.microsoft.com/en-us/mac-powerpoint-help/basic-tasks-in-powerpoint-for-mac-HA102928448.aspx?CTT=1

Sample Slide Layouts   4

The following are sample slide layouts available for use when building your own PowerPoint presentation:

Title slide
Title with Header Line and Footer
No title, Footer only (3 slide layouts)
Title without Line with Footer

Note, PowerPoint may display the slide layouts in reverse order than what is shown in the example below.
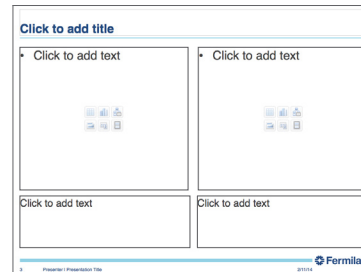
For design consistency, it is recommened that when creating your presentation you use the slide layouts containing **Title with Header Line and Footer.** When appropriate use (sparingly) the other slide layout options.
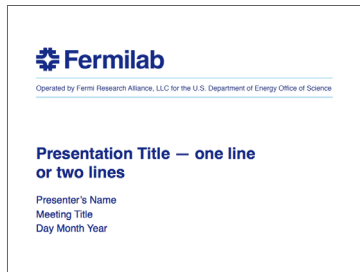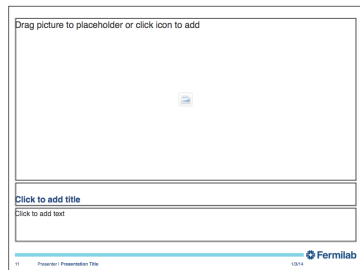
Title Slide
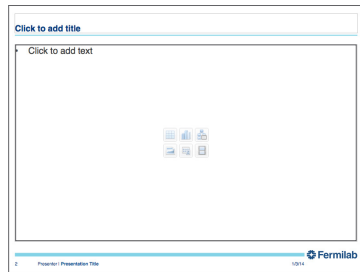
Title & Content

Two Content & Caption
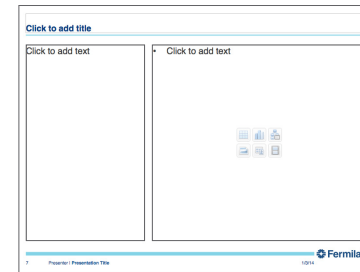
Content & Caption
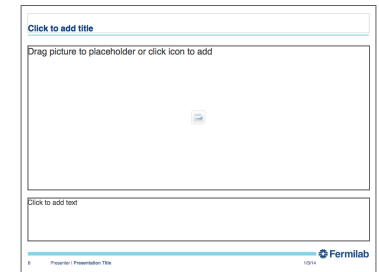
Picture & Caption

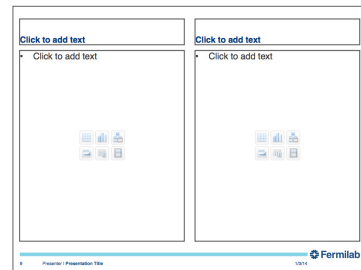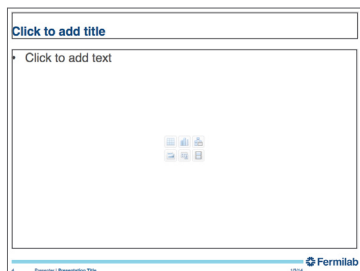**Footer Only: Blank**

Footer Only: Picture & Caption

Footer Only: Comparison

Footer Only: Title & Content

Header and Footer

The header and footer has been designed to maintain consistency in Fermilab's brand and identity.

The type size for the header title is 24pt. The type size for the footer information is 9pt in a regular weight. The "Presenter Name" and "Presentation Title" are separated by a vertical line element.

The recommended primary typeface is Helvetica and the alternate typeface is Arial.

Header

Click to add title

24pt type size

The light blue line is part of the background slide design and cannot be modified. The title of the slide should always be placed above the line.

There is an alternate slide layout available named **Title without Line with Footer.** The title size should remain at 24pt type even without the title line element.

Footer

2   Presenter | Presentation Title

Fermilab

1/30/14

Slide number

A vertical line element separates "Presenter" and "Presentation Title." A single space before and after the vertical line is recommended.

The light blue line with the Fermilab Logo is a footer design placed into the background and cannot be modified.
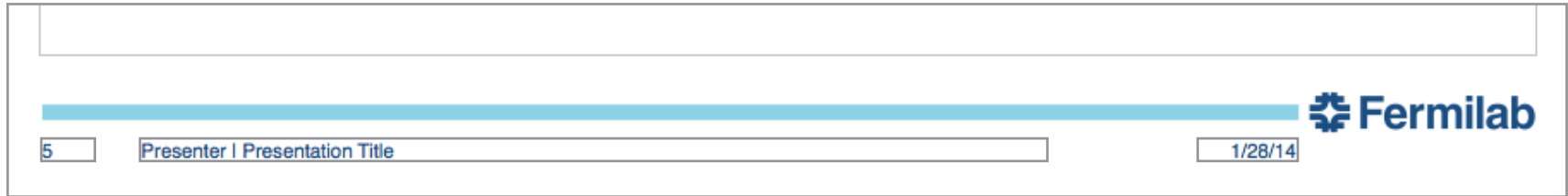
Date: fixed date or auto update (this can be selected in the **Header and Footer** settings on page 6).
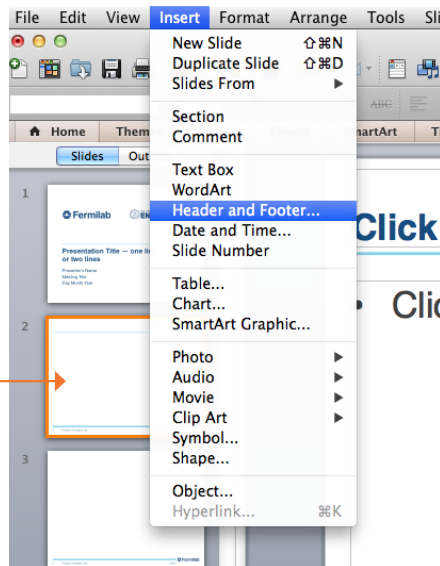
Editing the Footer   **6**

The following are steps to edit the Footer text that appears at the bottom of each slide.
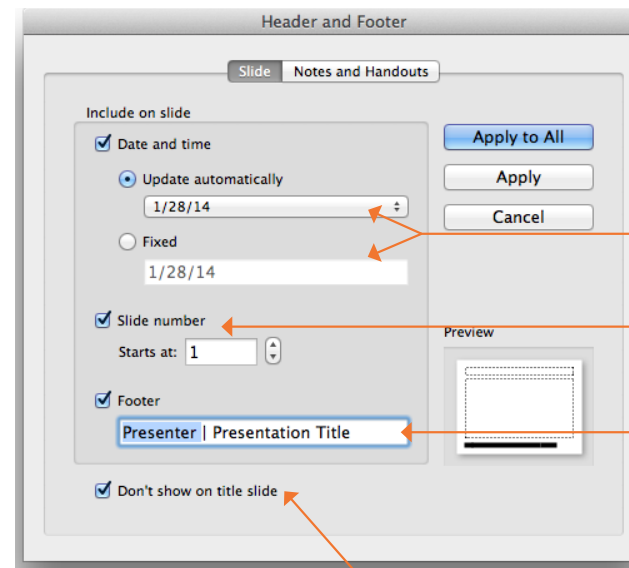
Footer

Step 1. Click on any content slide, click **Insert** and **Header and Footer...**

Select any content slide to edit the footer; it will not work if the title slide is selected.

Step 2. The **Header and Footer** window will appear. Click on the fields to change the footer information.

Date
2 options: update automatically or fixed.

Slide number

Footer
Type your name in place of "Presenter" and type in your presentation title.
A vertical line separates the name and title. Leave a space before and after the vertical line.

Don't show on title slide
Check this box.

Another way to open the **Header and Footer** window is to click **View** and then **Header and Footer...**

Colors

A Fermilab color palette has been created and should be used when creating your PowerPoint presentation.

When opening your Fermilab template file, the Fermilab theme colors may appear in the first row under **Theme Colors.** To see the Fermilab colors, highlight the text to change color, click on the **Font Color** tab **(step 1)** and click **More Colors (step 2).** A new **Colors** window will open with the Fermilab palette **(step 3).**

In some cases the Fermilab colors may not appear; click on the **CMYK/RGB slider** and enter the color formulas provided on the right.
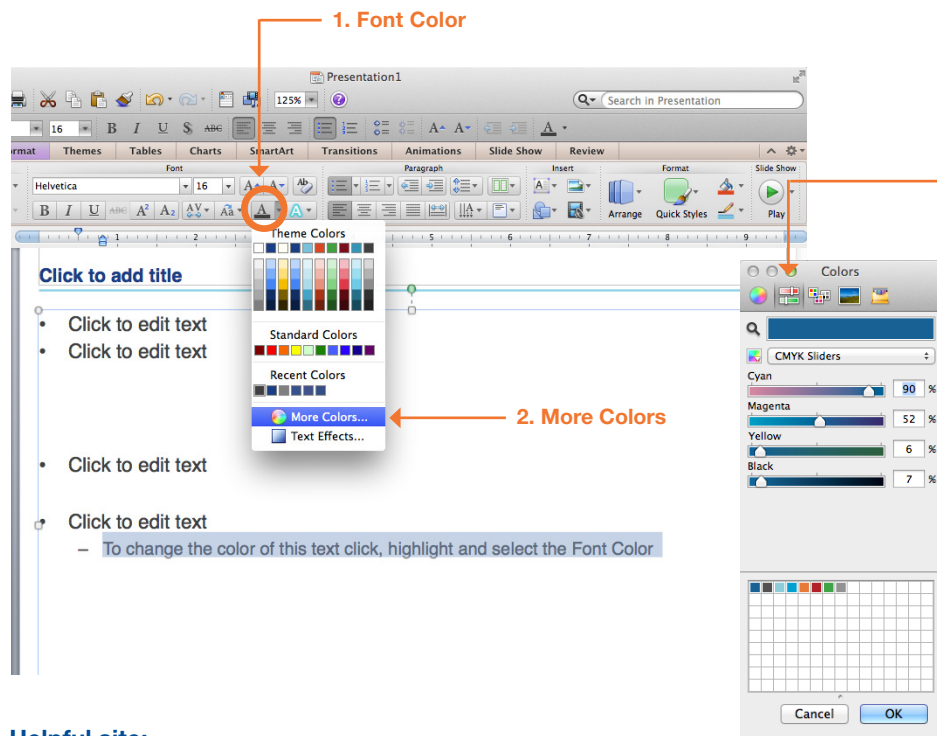
Theme Colors

Recommended for text

Blue (text and bold titles)
RGB: 0,76,151 / CMYK: 100,53,2,16

Dark Gray (text)
RGB: 99,102,106 / CMYK: 0,0,0,75

Accent colors, use sparingly

RGB: 153,214,234
CMYK: 34,0,5,0

RGB: 175,39,47
CMYK: 5,96,80,22

RGB: 0,181,226
CMYK: 75,0,5,0

RGB: 76,140,43
CMYK: 76,3,100,18

RGB: 246,141,46
CMYK: 0,54,87,0

RGB: 167,168,170
CMYK: 0,0,0,75

PowerPoint 2011

1. Font Color

3. Colors window
Clicking on this tab will reveal the **CMYK /RGB sliders.**

2. More Colors

Fermilab Palette may also appear here.

Helpful site:
http://office.microsoft.com/en-us/mac-word-help/create-and-use-your-own-template-HA102929444.aspx me-color-HA102927281.aspx?CTT=1

The Fermilab colors may appear in the first row under **Theme Colors,** if this is not the case, use the **CMYK/RGB slider** window to enter Fermilab colors.

Fermilab Colors should appear here under **Theme Colors.**
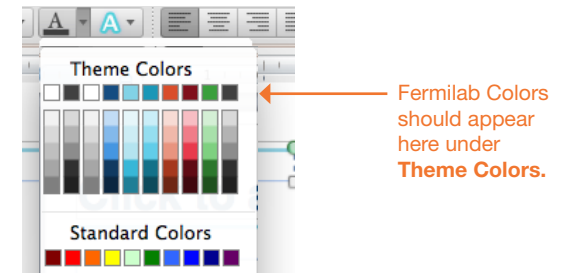
A color theme file (Fermilab.xml) is available to copy onto your harddrive.

On Mac OSX save Fermilab.xml file in:
Users/username/Library/Application Support/ Microsoft/Office/User Templates/My Themes

Note, the folder location may differ depending on the version of operating system and particular set up of the machine being worked on.

If you cannot access **My Themes** folder on your computer, the other option is to enter the color formulas.
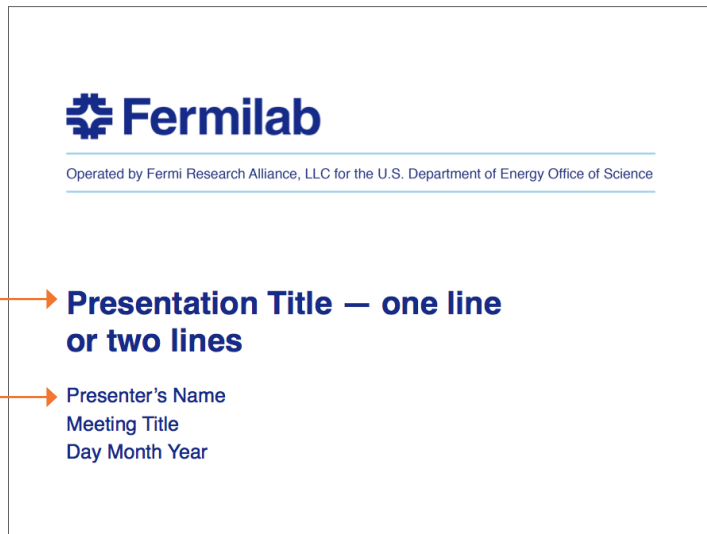
Fonts 8

This section provides the recommended font sizes and weights to be used in your PowerPoint presentation.

Helvetica is Fermilab's sans serif typeface. This PowerPoint template has been created with Helvetica. If Helvetica is not an option, Arial is the replacement font.

Font Sizes

Title slide

All other content slides

🜨 Fermilab

Operated by Fermi Research Alliance, LLC for the U.S. Department of Energy Office of Science

Helvetica 32 pt (alternate: Arial Bold) → **Presentation Title — one line or two lines**

Helvetica 20 pt (alternate: Arial) → Presenter's Name
Meeting Title
Day Month Year

Helvetica 24 pt (Bold) → **Click to edit Master title style**

Helvetica 24 pt → • Click to edit Master text styles

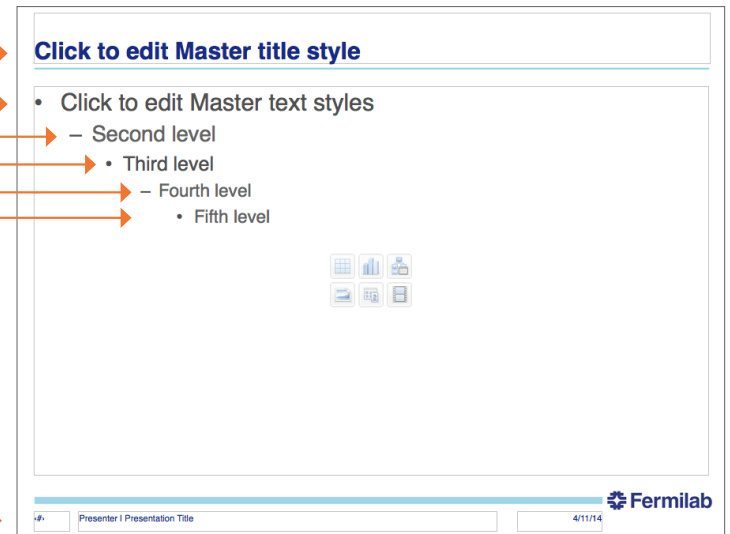Helvetica 22 pt → – Second level

Helvetica 20 pt → • Third level

Helvetica 18 pt → – Fourth level
• Fifth level

🜨 Fermilab

Helvetica 9 pt (Regular weight) → Presenter I Presentation Title   4/11/14