Installing Fermilab's PowerPoint Template File (PC)   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 2010 (and few from 2007) on a Windows XP or Windows 7 operating system. 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. Click the **File** (PPT 2010) or **Office Button** (PPT 2007) and click **Save As.**
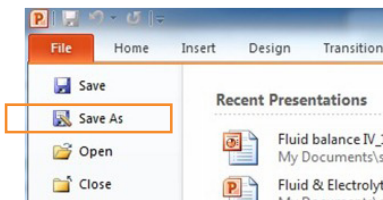

2. In the **Save as type** list box, choose **PowerPoint Template** (.pot) or (.potx)
   - PowerPoint automatically chooses the correct folder when you choose to save as a Template(.pot). Accept the folder it suggests. Write down the full path to the folder; you may need it later.
   - These are the correct folders and file path:
     Windows 7 or Windows Vista
     C:\Users*UserName*\AppData\Roaming\Microsoft\Templates
     Windows XP
     C:\Documents and Settings*UserName*\Application Data\Microsoft\Templates

     If you are not taken to one of these folders, navigate there manually. Substitute UserName with your user name.

3. Name the template **FermilabTemplate**
4. Click **Save** and **Close** the program

Folder: PowerPoint automatically chooses the correct folder for you when you choose to save as a Template file (.pot) or (.potx).

Windows 7 / PowerPoint 2010
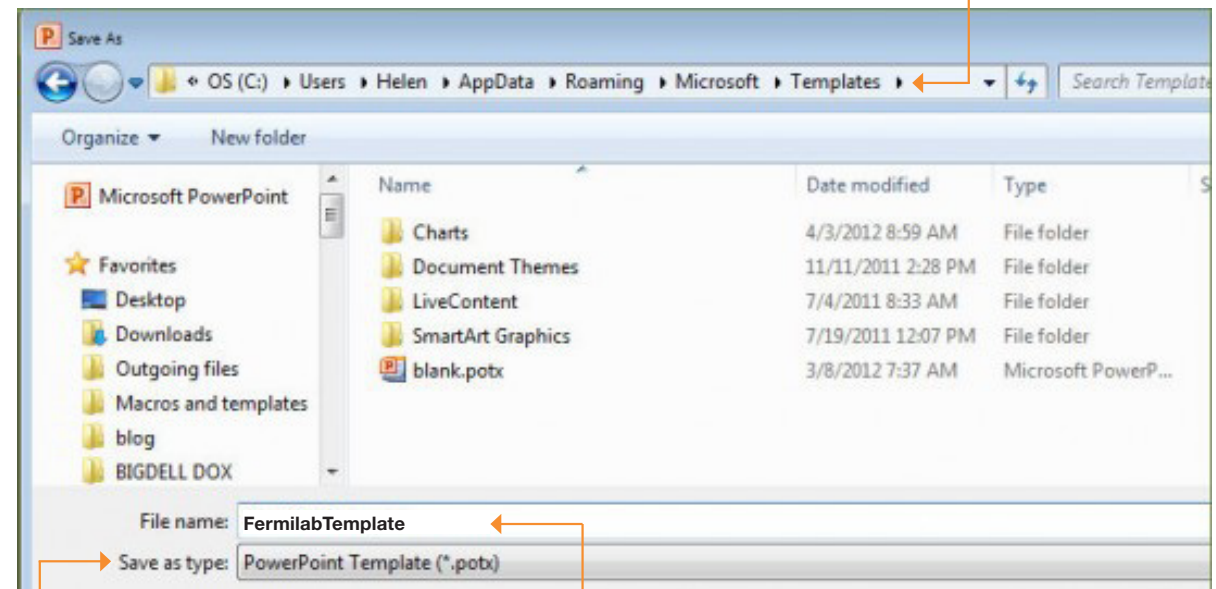
Save as type: PowerPoint Template.pot or PowerPoint Template (.potx)

File name: FermilabTemplate

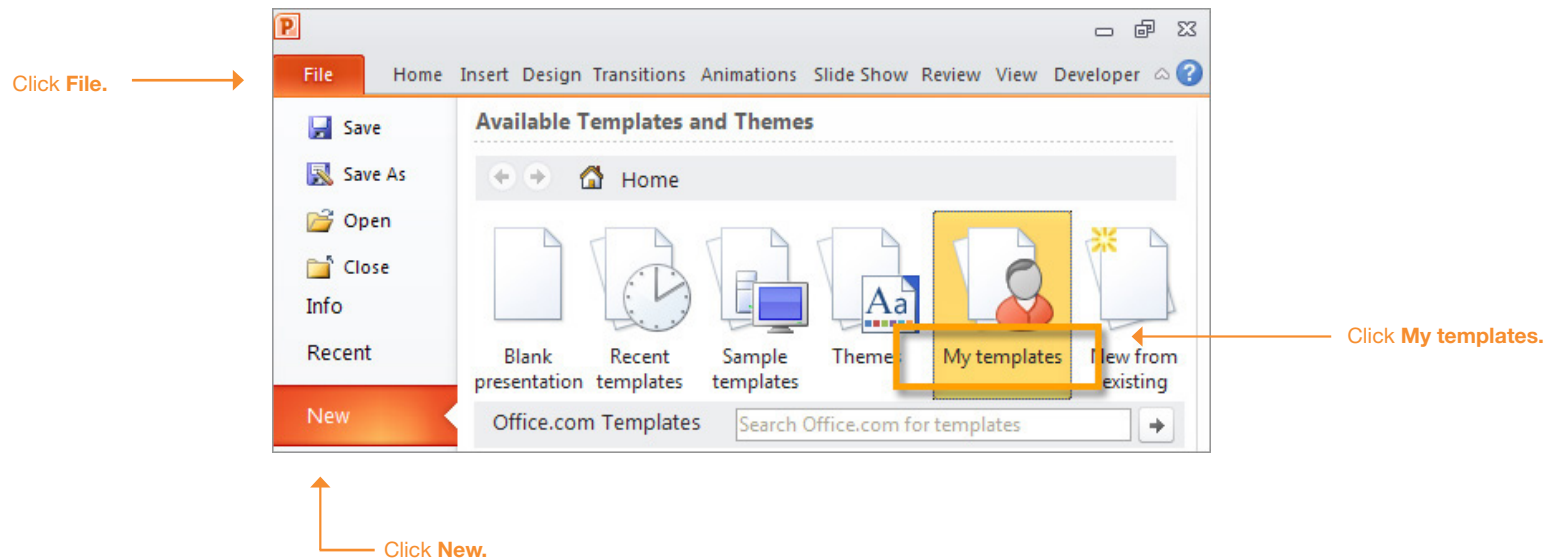# Opening the Fermilab Template File   2

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.

PowerPoint 2010 Windows 7

In PowerPoint 2010 Windows 7, click on **File** and select **New** and select **My Templates.**

Click **File.**

Click **My templates.**

Click **New.**

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

Helpful sites
http://office.microsoft.com/en-us/power-point-help/apply-a-template-to-your-pre-sentation-HA010338385.aspx?CTT=5&orig-in=HA010338384

Selecting Fermilab Slide Layouts   **3**
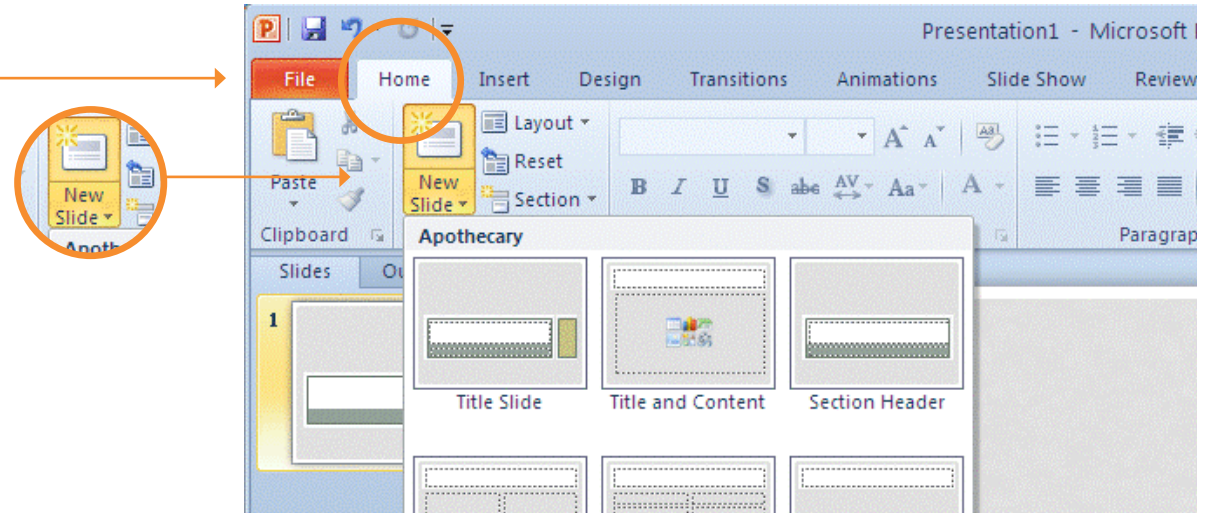
Selecting the Fermilab Slide Layouts

To insert a new slide using Fermilab's slide layout design, locate the **New Slide** 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 2010 Windows 7

1. Click **Home.**

2. Click the small triangle to the right of "new slide" to **insert new slides.**

Selecting Fermilab Slide Layouts in PowerPoint 2007 Windows XP

1. Click **Home.**

2. Click the small triangle to the right of "new slide" to **insert new slides.**

Helpful site

http://office.microsoft.com/en-us/powerpoint-help/add-a-new-slide-HA001230231.aspx?CTT=1
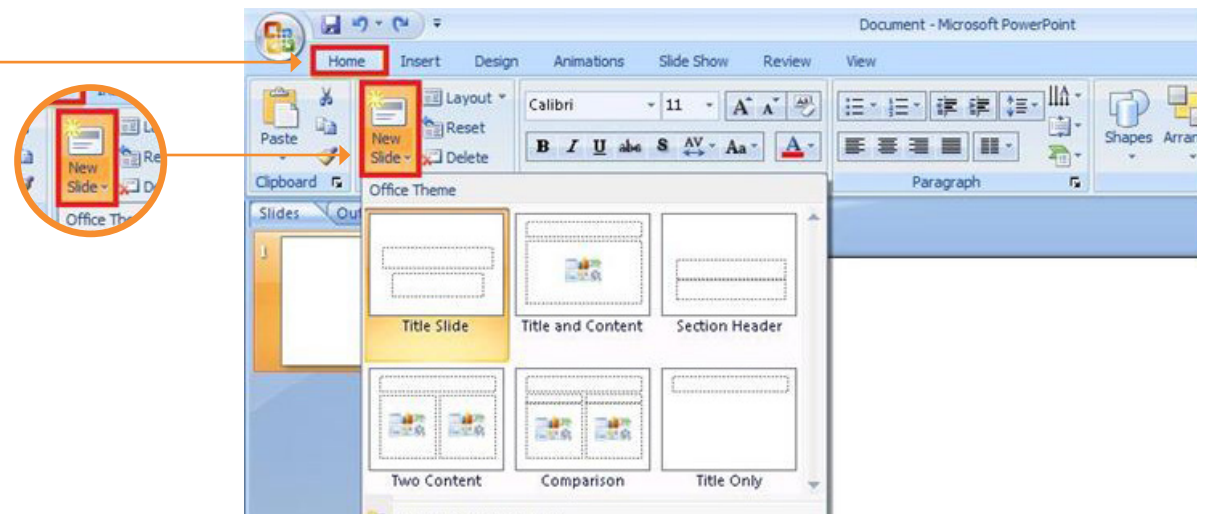
Sample Slide Layouts   4

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.
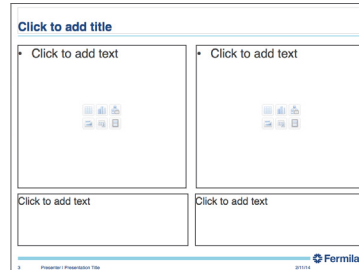
For design consistency, it is recommened that when creating your presentation you use the slide layouts containing **Title with Header Line and Footer.** When appropriate use (sparingly) the other slide layout options.
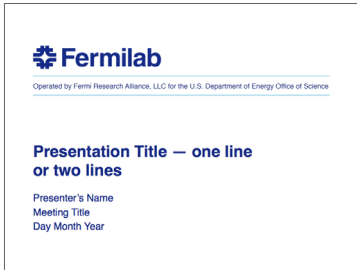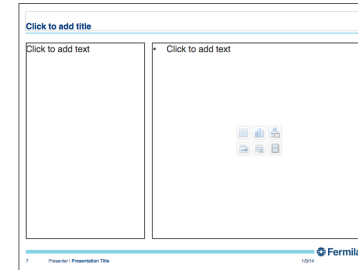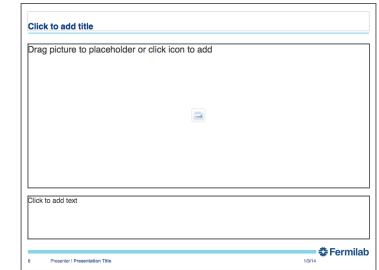
Title Slide
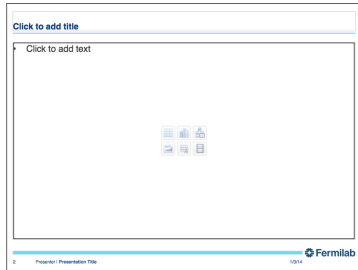
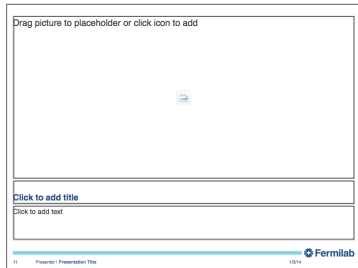**Title & Content**
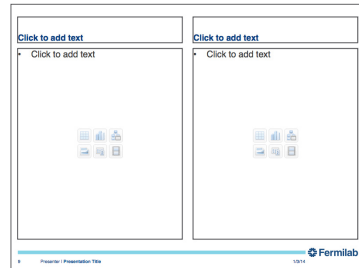
Two Content & Caption

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

Fermilab

2   Presenter | Presentation Title   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.
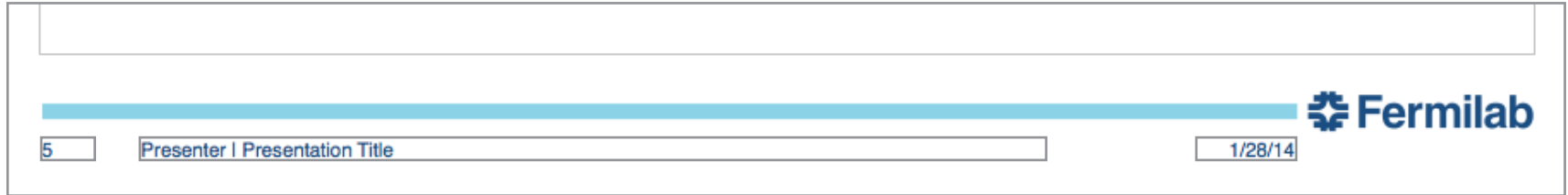
The light blue line with the Fermilab Logo is a footer design placed into the background and cannot be modified.

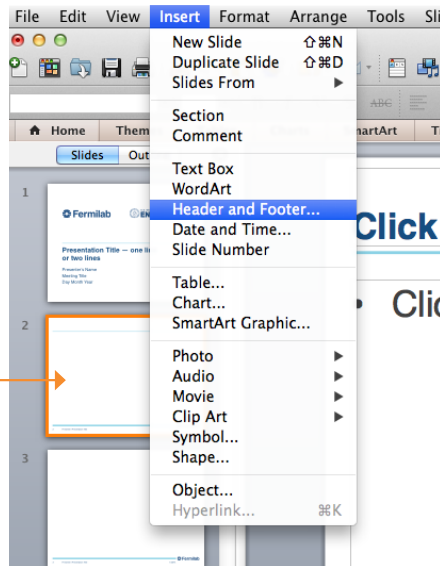Date: fixed date or auto update (this can be selected in the **Header and Footer** settings on page 6).

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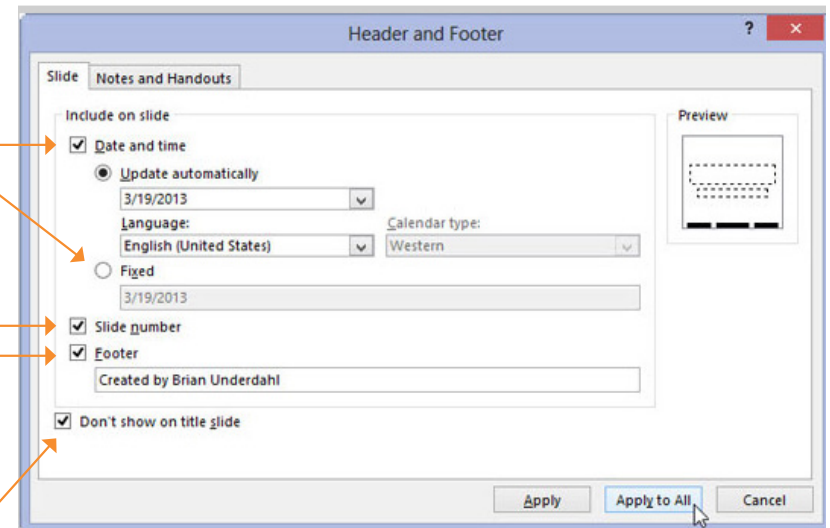
Another way to open the **Header and Footer** window is to click **View** and then **Header and Footer...**

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.

Apply to all
(if desired)

Colors   7

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

The Fermilab colors may appear in the first row under **Theme Colors** in your PowerPoint presentation. To see this, 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)**.

If the Fermilab colors do not appear, click on the **RGB/CMYK slider** and enter the color formulas provided on the right.
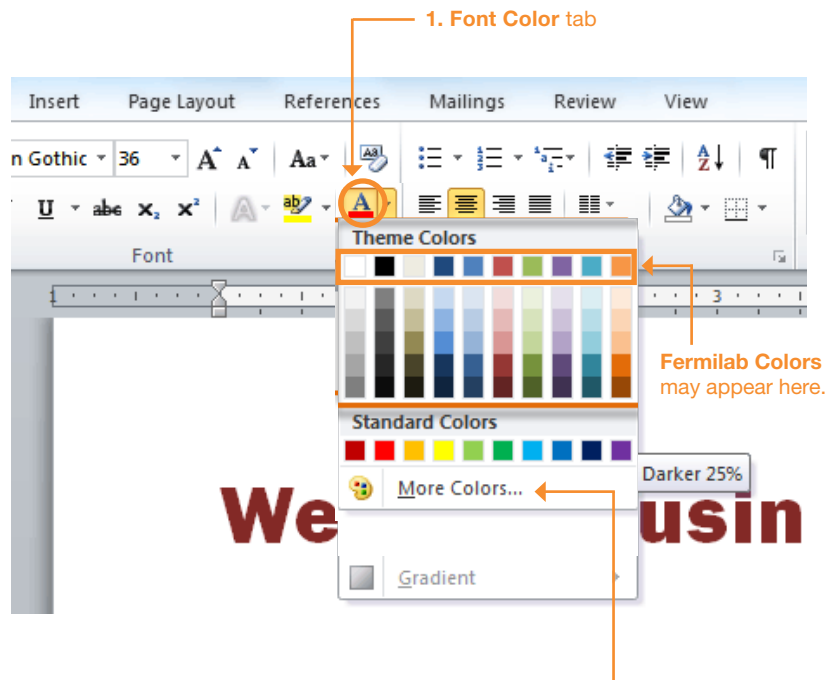
Theme Colors

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

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

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

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

RGB: 167,168,170
CMYK: 0,0,0,45

PowerPoint 2011

1. Font Color tab

Theme Colors

Fermilab Colors may appear here.

Standard Colors

More Colors...

Gradient

2. Click **More Colors** if Fermilab's Colors do not appear in the first row under **Theme Colors.**
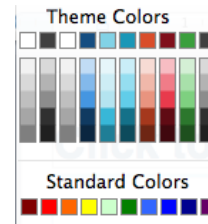
3. Colors window

Clicking on this tab will reveal the **RGB or CMYK sliders.**
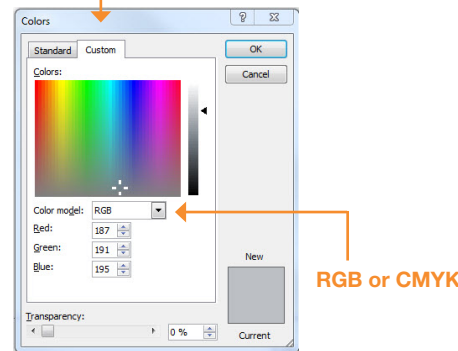
RGB or CMYK

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

Fermilab Colors *may* appear here under **Theme Colors** and should be the same color swatches as what's shown above.

A color theme file (Fermilab.xml) is available to copy onto your harddrive.

Windows 7 save Fermilab.xml file in:
%USERPROFILE%\AppData\Roaming\Microsoft\ Templates\Document Themes\Theme Colors

Windows XP save Fermilab.xml file in:
C:\Documents and Settings\UserName\Application Data\Microsoft\Templates

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

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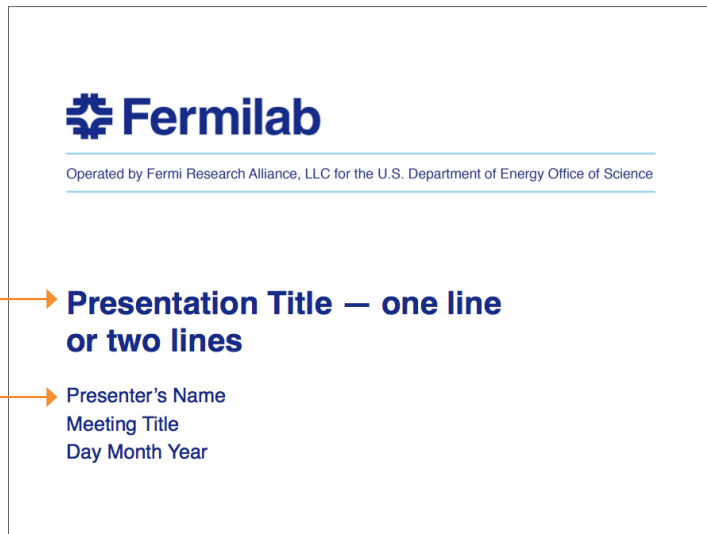
Fonts 8

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

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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
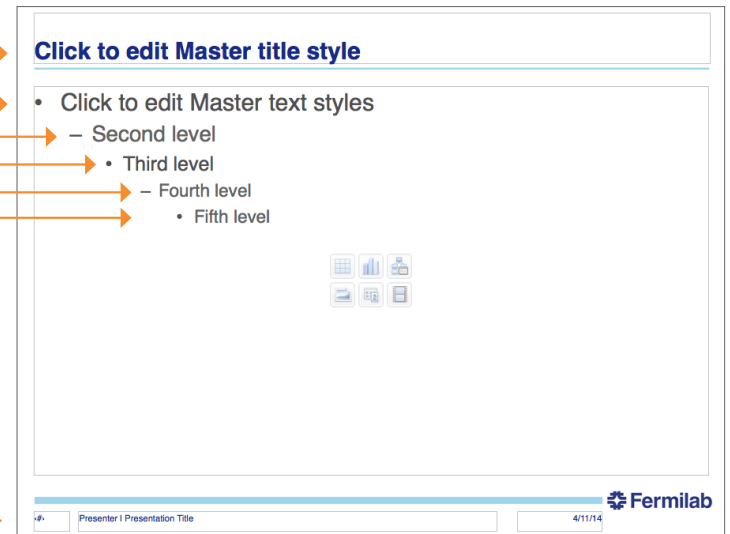
Helvetica 22 pt → – Second level

Helvetica 20 pt → • Third level

– Fourth level

Helvetica 18 pt → • Fifth level

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

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