

Johns Hopkins  
Engineering for Professionals  
**How to Use this  
PowerPoint Template**

January 19, 2016

**New Section Slide**

# Agenda Slide

- Use this to display an agenda, or
- For bullet points that are:
- One line and fewer than seven words
- The shield and slide number
- Should not appear

*Use this slide for  
pull quotes/statistics/items of note.  
**Bold important words**  
to draw attention. The shield and  
slide number should not appear.*

# Slide Title

- Bulleted items that relate to the page title.
  - These slides can have either the division name or slide number in the lower left corner.
  - The shield is always in the lower right corner.

*There isn't a third level of bulleted text. There is a style available for making notes. Press "tab" to use the second level and notation text.*



# Page Title

Use this area for blocks of text. Use these slides sparingly as large blocks of text are harder to read at a distance.

These slides can have either the division name or slide number in the lower left corner. The shield is always in the lower right corner.



# Page Title

- Use this slide for longer lines of bulleted text.
- These slides can have either the division name or slide number in the lower left corner. The shield is always in the lower right corner.



## Extra Tips

- Only Arial should be used as the typeface for these slides.
- The text color default is 90% black. Titles should be JHEP blue.
- The preferred color palette can be found in the “theme colors,” and is the default.

