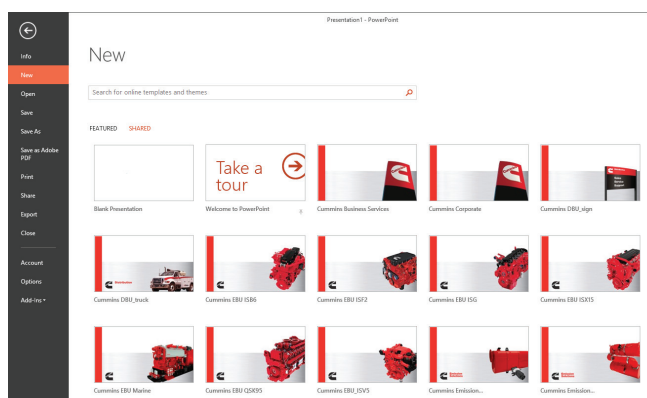




# FAQ: New PowerPoint Templates

## Q: How do I find the new PowerPoint templates?

A: Open PowerPoint 2013, then go to *File > New*. You will see all the templates under *Shared*.



## Q: Why were new PowerPoint templates created?

A: As a part of PowerSweep 4, everyone's PCs and tablets were installed with PowerPoint 2013. In this version of PowerPoint, the default slide size has changed from 4:3 aspect ratio to 16:9 (widescreen). The old PPT templates now look stretched and distorted in this new format, so we developed new widescreen templates for each business unit.



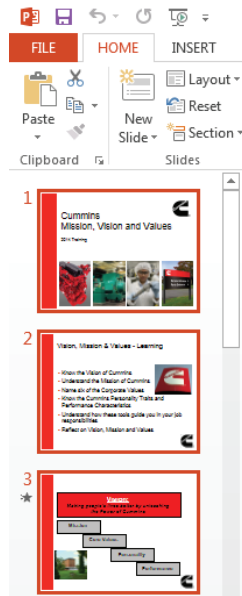
Widescreen has become the standard format for many forms of media, including movies, smart phones and laptops, so creating widescreen PowerPoint templates makes sense for Cummins, too.

## Q: Can I use a different photo on the title slide?

A: Title slide photos can be replaced with other professional photos to better support the content or audience of the presentation. Please get approval on any new photos you want to use from your business unit's marketing department. Photos should be professionally shot with the background removed, and saved as PNG files at 200 dpi. Maximum width for the photo on the title slide is four inches.

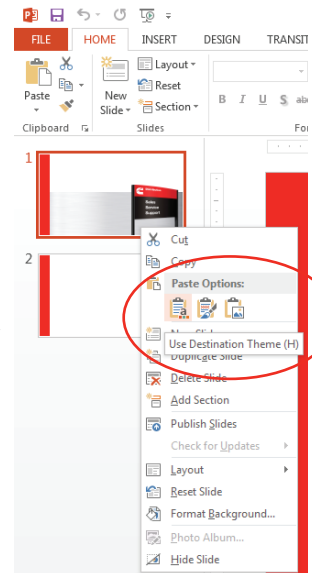
## Q: What should I do with PowerPoints that were created with the old templates?

A: You can still open and present PowerPoints that were created with the old templates. If you'd like to convert old PowerPoints to widescreen format, open a new PowerPoint presentation using one of the widescreen templates. Copy all the old slides using ctrl+A then ctrl+C, then paste into the new template, selecting *Use Destination Theme* as the paste option.



Copy the old slides using ctrl+A then ctrl+C on the left side of the screen.

Paste the slides into the new template by right-clicking on the left side of the screen and choosing *Use Destination Theme* under *Paste Options*.



Make sure that none of the images or charts have been stretched horizontally. More information on converting to widescreen format can be found [here](#).



## Q: What is the file size of these templates?

A: The file size of each template is less than 1 MB. Since many people print PowerPoint presentations, the photos on the templates need to be high resolution (200 dpi or more) so they look sharp when printed. This increases the file size of the PowerPoint, and any additional photos or images added to the presentation will also increase the size. If you are sharing your PowerPoint with others, please consider using Cummins Connect's file sharing tool instead of emailing so you don't put anyone's mailbox over its quota.

For all other questions regarding these new templates, please contact the [Visual Communications](#) department.