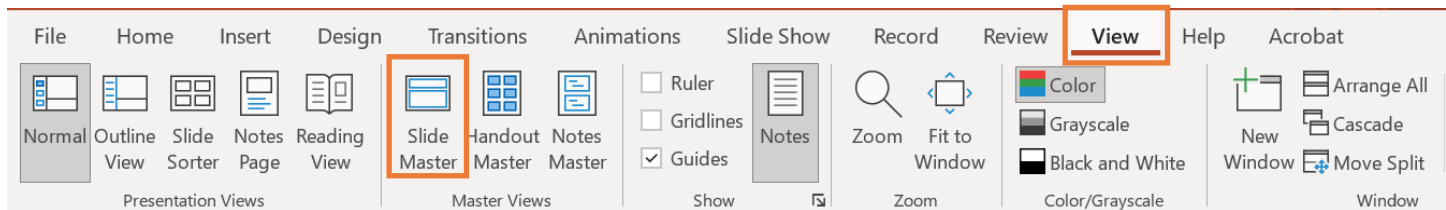


PowerPoint Slide Template Update

Each year, we need to update PowerPoint presentation templates into the new templates to make sure the presentations are up to date.

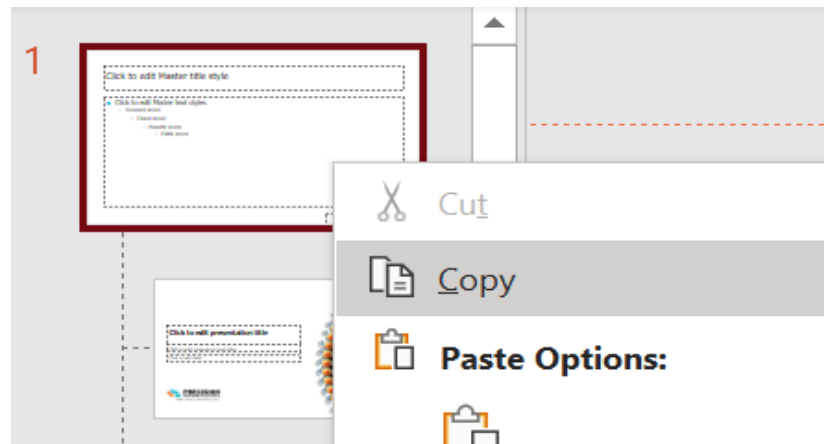
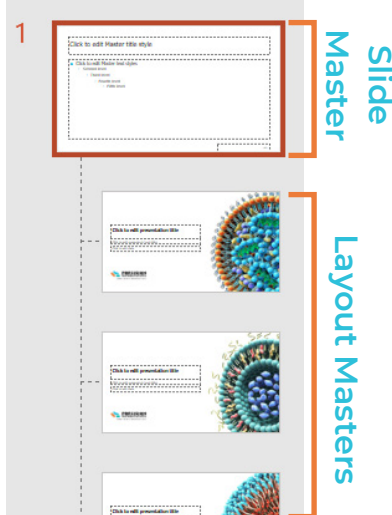
In general, here is what you need to do to update the template:

1. Open both presentations: **the presentation file that you want to update** and **the new presentation slide template file**.
2. In the presentation slide template file, on the **View** tab, select **Slide Master**.



3. In the thumbnail panel, right-click on the slide master (the first box on the list) and select **Copy**.

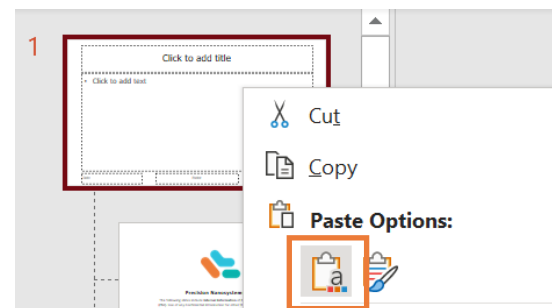
Thumbnail Panel

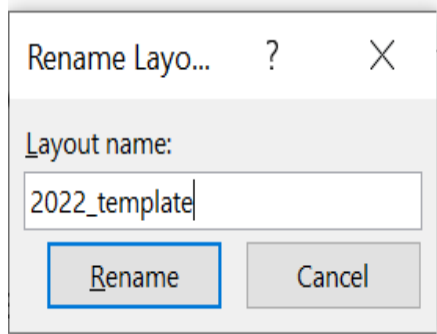
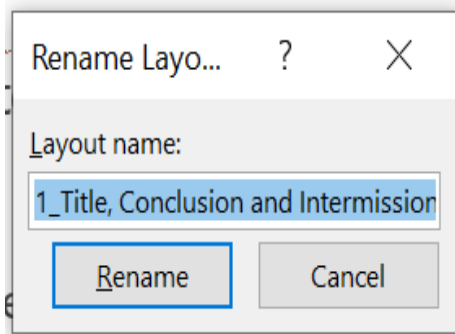
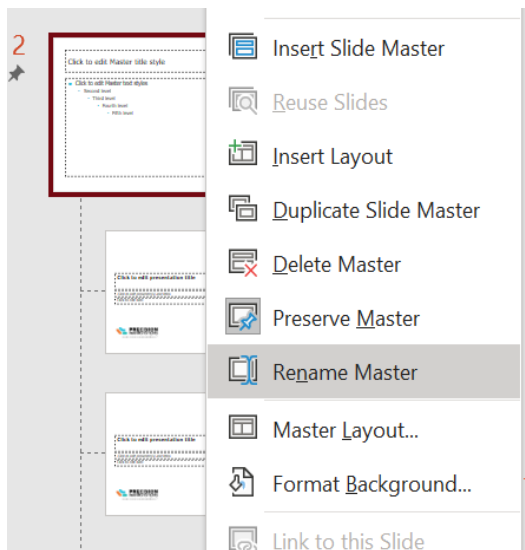


4. Now that you copied the new template, navigate to the presentation file you want to paste the template into.

5. Just like step 2., on the **View** tab, click on **Slide Master**.

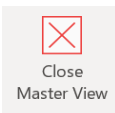
6. In the thumbnail panel, right click on the **Slide Master** and click **Paste (for mac)** and **Paste: Use Destination Theme, the icon with clipboard and a letter a (for windows)**.





8. To easily identify the new templates, rename the slide master by right clicking on the slide master you just added in the thumbnail panel and click on **Rename Master**. ie. 2022 template.

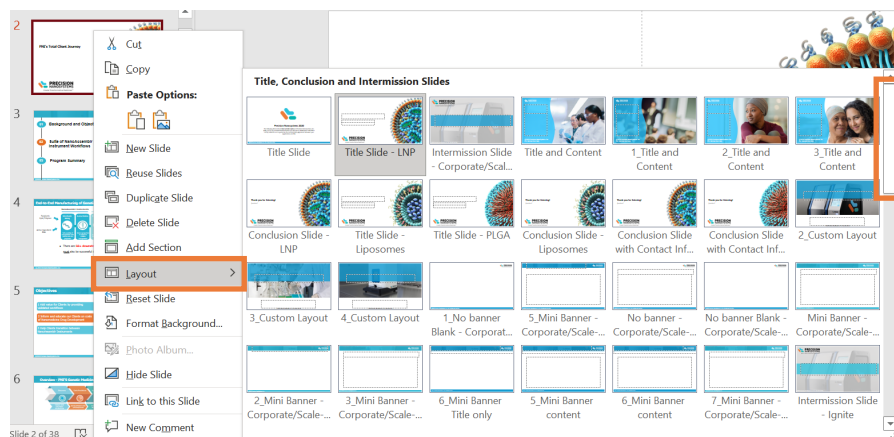
9. Once you pasted the template exit the Slide Master by clicking on **Close Master** **Master tab**.



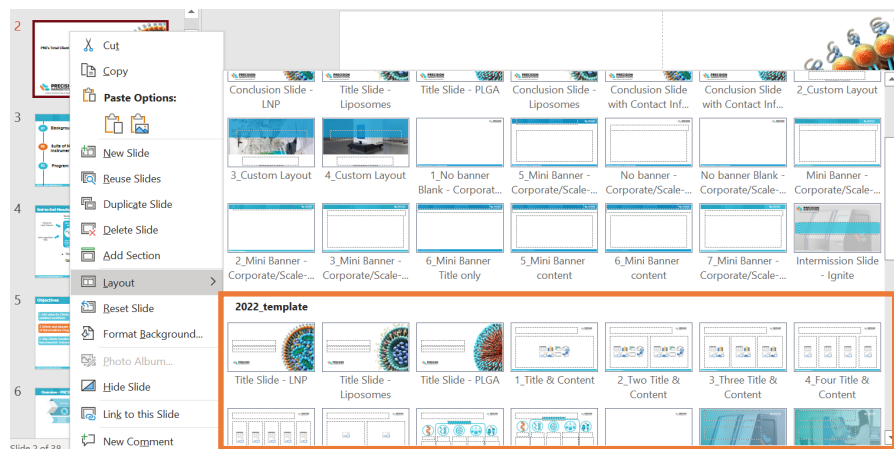
View on the Slide

10. To use the template, right click on the slide you want to change in the thumbnail view. Then, hover over **Layout** to open the selection of templates.

11. Scroll down to the template you want to use (ie. 2022 template) and click on the template to update the slide with the new template. Adjust the content as necessary to fit the new template.



Scroll down to find the new template



New 2022 templates can be found once you scroll down

Note: You can find the current version of slide templates [here](#)

Grid & Guides

Once the template is added, you are required to set/adjust the texts and images accordingly to work around the new template. To make sure you stay within the guides, it is necessary to make sure your grid and guides are turned on (the grids are indicated as orange dotted lines).



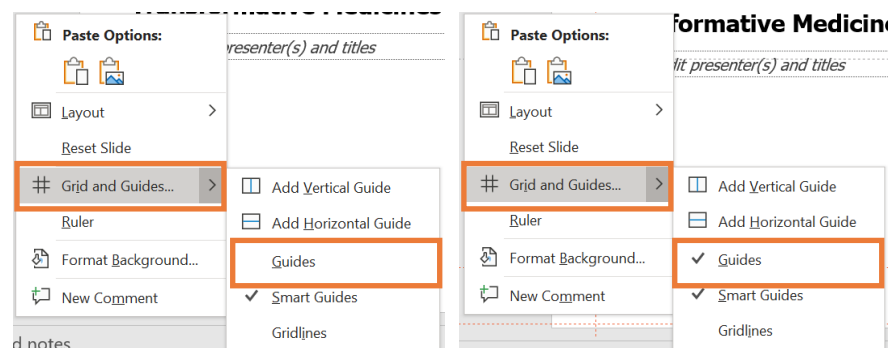
Without the grid



With the grid

If the grids are not turned on as default, you can turn them on by right clicking anywhere on the slide, hovering over the **Grid and Guides** tab and click on the **Guides**. It will then show a checkmark beside to indicate the guides have been turned on.

Note: Make sure to stay within the grids/margins when adjusting the texts and images.

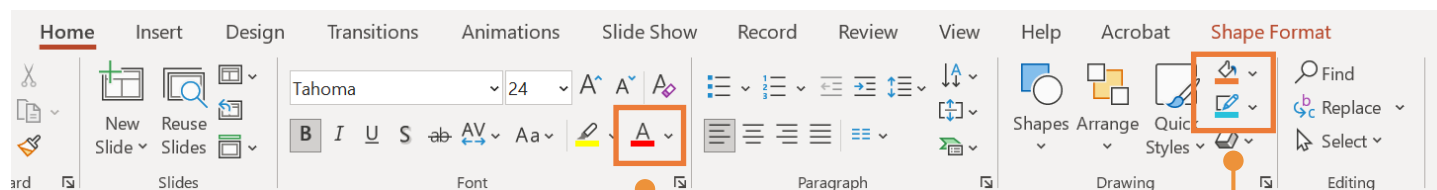


Hover on Grid and Guides
to click on Guides

When the Guides are turned
on, it will show a checkmark

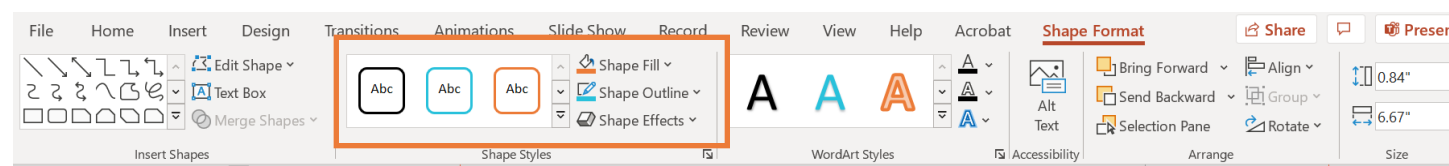
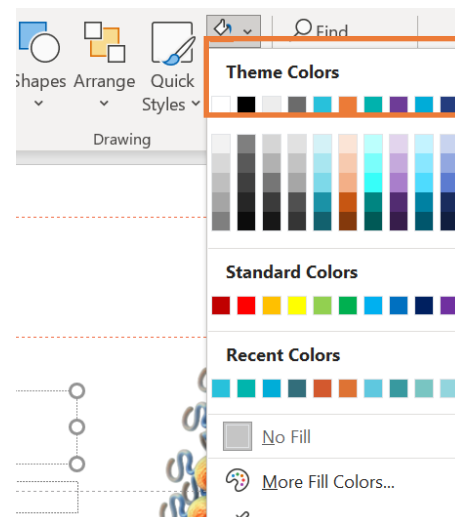
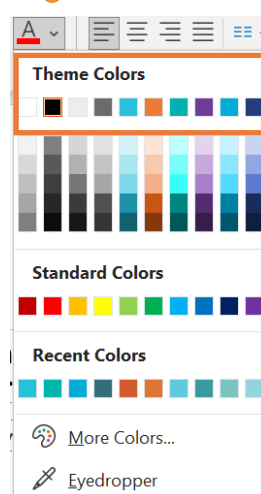
Theme Colors

Another factor to keep in mind is to make sure you stay within PNI's brand color. The brand colors will be added automatically as **theme color** once you have added the template.



For example, if you click to change the color of the text or shape (fill or outline), the tab opens. The first thing listed are the **Theme Colors**. You can choose any of the listed colors in the theme colors to edit the slide deck.

Note: Only the first row is the set PNI brand colors. The shades below are generated by powerpoint and should not be used. If you wish to use more shades, please reach out to the graphic design team or check our color swatch.



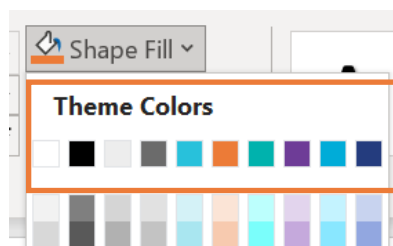
Same as the example above, when you're in the Shape Format tab, the brand colors will be indicated as **Theme Colors/ Theme Styles** to be applied when you create shapes within the slides.

When using shapes, the 2 main styles we use are the shapes with outline only and the shapes with solid colors without an outline.



Outline colors

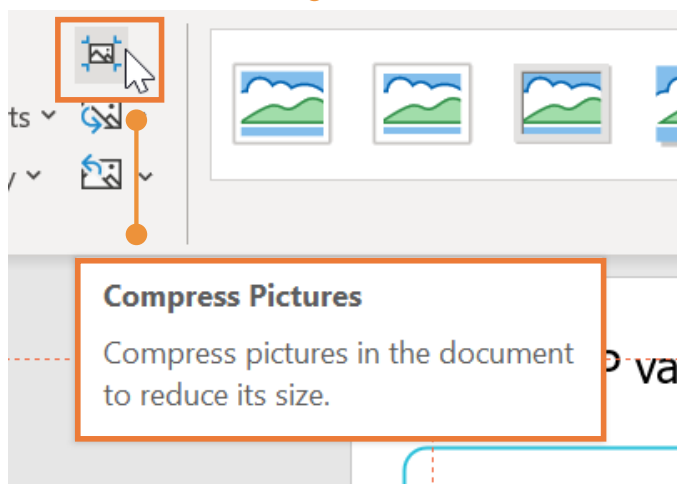
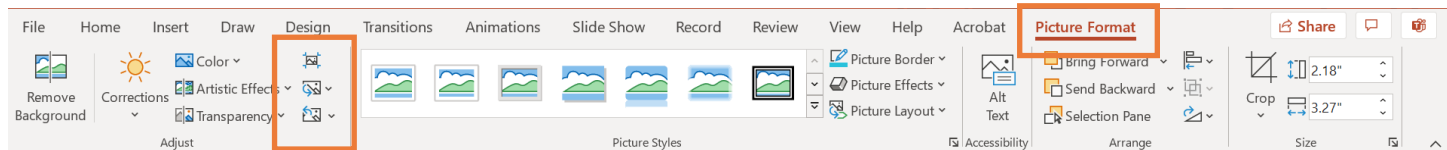
Solid colors



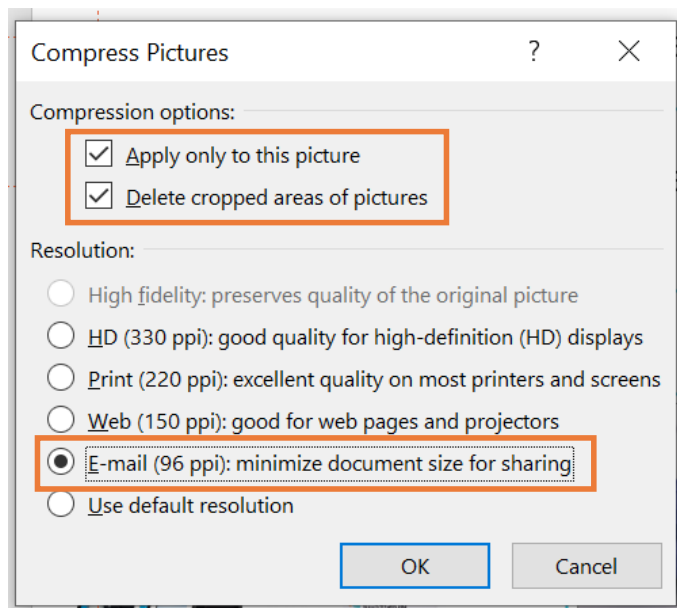
Compressing Images for Email Size

When you share a PPT file through an email, it is best to keep the file size minimal to make sure the file can be attached to the email. One way to help compress the file is to compress the images used in the slide deck.

1. Within your PPT file, select a slide that contains an image or picture.
2. Select the image or picture.



3. Click the **Picture Format** tab at the top of the screen.
4. Click **Compress Pictures**. It is the first icon just below the design tab. The icon will show a pop-up: Compress Picture, when you hover over the icon.
5. Once you click the icon, it will open a pop-up box to compress the image.



6. Select the checkbox to **Delete cropped areas of pictures** option to reduce the size of the image or picture in the presentation.
8. Uncheck **Apply only to this picture** if you want all of the pictures in the entire presentation to be compressed so you will have a smaller file size.
7. Choose **Email (96 ppi): minimize document size for sharing**.
9. Click OK.