

TEMPLATE GUIDANCE

The template offers a range of layouts to suit the needs of your presentation, with a choice of content slides, title slides and matching closing slides. For further guidance and examples of how to use the OS presentation template, please see the Branded templates and guidance section on the intranet.

TITLE SLIDES

This template offers a range of title slides to choose from depending on the needs of your presentation. Please choose the most appropriate title slide and delete any unused slides. These can also be used as section title slides, if required.

OS COLOURS

This template includes one of the **OS colours** as the main theme colour.

If you are creating charts or diagrams for your presentation, please remember to only use the OS colours. These colours play a key role in communicating our brand and creating a distinctive look for our identity. It's therefore important that we only use these colours.

Please don't use any other colours.



IMAGES

Whatever the subject, our photography is natural, straightforward and full of energy. We avoid contrived and clichéd poses, composition and colouring. Imaginative use of cropping and focus as well as the use of colour and black and white photography ensures that our imagery remains dynamic, fresh and distinctive.

For guidance on the style of photography and imagery that you should use within your presentation, please see the Branded templates and guidance section on the intranet. A few examples of on-brand imagery are shown below.



Please remember to delete this slide from the slide deck.

IMPORTANT – PROTECTIVE MARKING

Use the guidance in **QSP 032** if this presentation will contain material that needs to be protected. Please insert the relevant protective marking using the instructions below.

Go to Insert > Header & Footer. Enter the appropriate protective marking and click Apply to All.

If you do not require a protective marking, go to Insert > Header and Footer, untick Footer and click Apply to All.

