

Example PDF Document: PPT

This is an example document.

Acknowledgement of **Country**

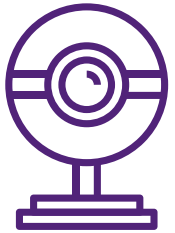
The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise their valuable contributions to Australian and global society.



Hybrid Delivery Norms



Cameras

- Off
- **User preference**
- On when speaking
- Mostly on



Microphone

- **Muted unless speaking**
- User preference



Dialog

- Send through chat
- Raise hand to speak
- **Free flow**



Chat

- Please contribute to discussion with chat
- **Use chat for questions**



Multitasking

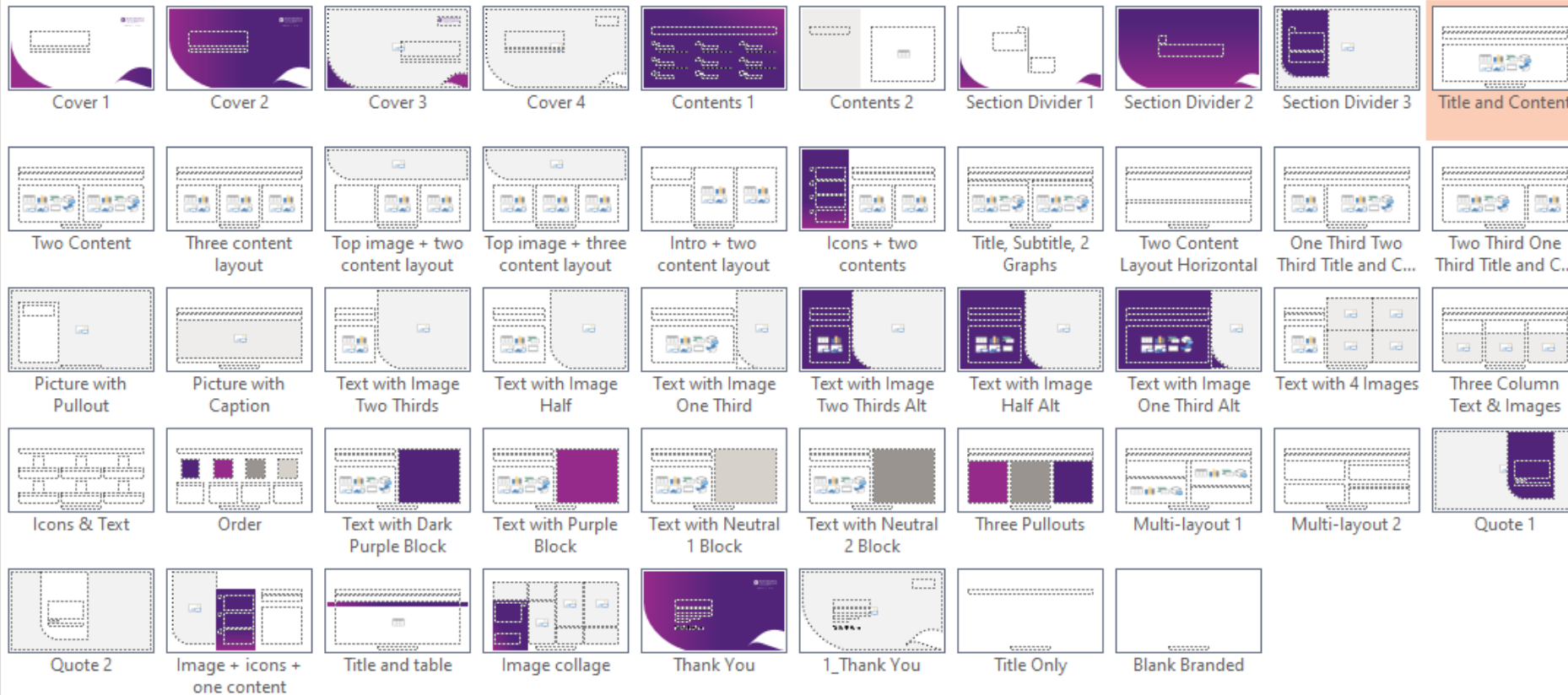
- **As needed**
- Limited
- None: focus on the meeting

Slides in this template

- The following slides are instructions for using this PowerPoint template.
- They also contain examples of programmed styles, charts and diagrams.
- When you are ready to begin your presentation, delete the slides by selecting them in the left thumbnail window and pressing 'Delete' on your keyboard.
- If you are unsure of how to use the template, you can leave these slides in the presentation and insert new slides before or after. Remember to delete them before finalising your presentation.

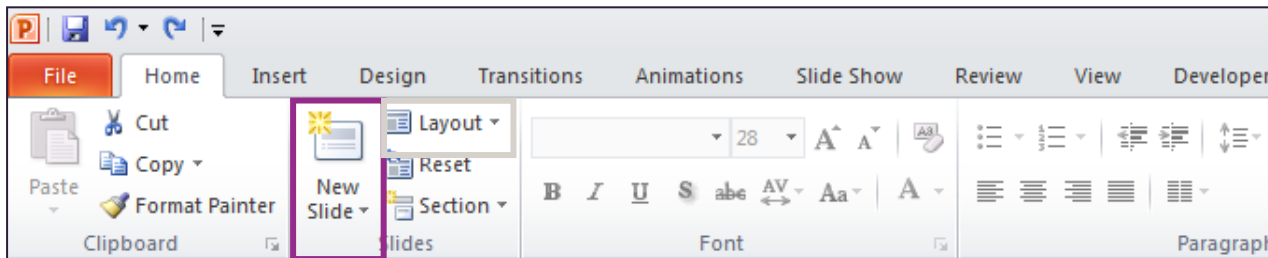
Slides in this template

University of Queensland



New slides

- Choose **'New Slide'** from the 'Home' tab on the ribbon.

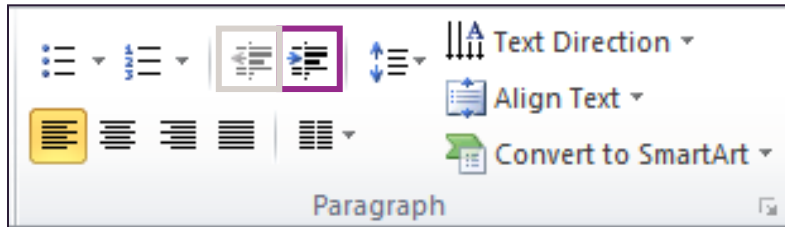


- Select the desired layout from the thumbnails in the dropdown or after the slide has been chosen by choosing the **'Layout'** button (next to 'New Slide').
- There are options for different text and content layouts.

Title and content slide layout

Content text is entered here.

The layouts have a bold heading, body text with no bullets and then 3 levels of bullets set up in what is called a level system. To change the text to the next list level design, press 'Tab' at the start of the line (or use the 'Increase List Level' button).

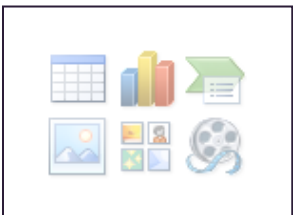


Pressing 'Shift+Tab' (or the 'Decrease List Level' button) will take you back through the bullet list levels.

Content areas

In any of the slides, the text area can also contain other content.

You will notice under the "Click to enter text" line are icons displaying options to insert graphs, pictures, videos, Excel tables etc.



Text levels and content areas

This is the first level used as heading text

This is the second level used as body text

- This is the third level – used for bullet 1
 - This is the fourth level – used for bullet 2
 - This is the fifth level – used for bullet 3

This is the sixth and final level used as Heading 2 in the content area

This is the first level used as body text

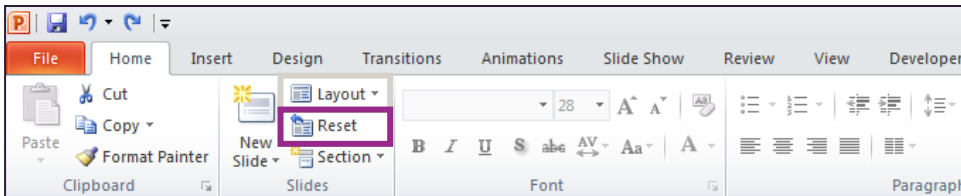
1. This is the preferred numbering hierarchy. 1cm indents.
 - a. This is the third level
 - i. This is the fourth level

Formatting existing presentations

(except different dimensions, e.g.4:3 to 16:9, see next slide)

You can easily insert and re-format slides from existing presentations.

- Select the slides in the existing presentation via the slide thumbnails panel to the left of the program
- Copy, then paste into the template presentation slide thumbnails panel
- Choose the 'Layout' for each slide as appropriate



- Make sure to select the Slides once more and choose 'Reset'. This will ensure all items within the slide are forced to adopt the new layout.
- Any custom slide layout masters in old presentations/templates will copy through. In these cases it is best to copy content from inside text areas rather than the whole slide.

Formatting 4:3 ratio presentations into this 16:9 template

As per previous slide select, copy, paste slides into the slide thumbnails panel

Change each 'Layout' to a standard University of Queensland PPT Template layout

Make sure to select all slides once more and choose 'Reset'. This will ensure all items within the slide are forced to adopt the new layout.

- This action will copy over old presentation masters. To remove these:
 - Open the 'Slide Master' under the 'View' tab
 - Scroll to the end of the thumbnails panel and delete any slides after the 'Full slide image' layout.

Pictures may copy through with incorrect ratios (they may look squished or stretched). To correct:

Right click image

'Size and Position'

Under the 'Size and Properties' area ensure 'Scale Height' & 'Scale Width' are the same percentage.

Inserting a footer

Footer & Entity Name

- Go to the 'Insert' tab
- Select 'Header & Footer'
- Tick the 'footer' checkbox
 - Over type text into this footer area
- Tick or untick page numbers as required
- 'Apply to all'.

File Size / Image Resolution

To reduce the file size of the presentation

PC

- Go to the 'Save As' function
- 'Tools' dropdown (next to the 'Save' button)
- 'Compress Pictures'
- Select the option you want. The lower the resolution the smaller the file.
- 'OK'
- 'Save'

Mac

- Click 'File'
- 'Compress Pictures'
- Select the option you want. The lower the resolution the smaller the file.
- 'OK'
- 'Save'

File size issues - compress single pictures

If you know of a single image that is large in file size, you can reduce that particular image to a very low compression. This will mean there won't be any quality reduction in the logos and other imagery in the presentation.

- Select the image
- Go to 'Picture Format' tab
- Click on the 'Compress Pictures' button
- Ensure 'Apply only to this picture' is ticked
- Choose 'Email 96 ppi'
- 'OK'

File Size / Image Resolution

File size issues – external image compression

- Sometimes the inserted images were too large to begin with. There is only so much PowerPoint can do to compress the images when in the program.
- It is recommended that you reduce the large image files before inserting them to the presentation. This will ensure you don't suffer slow computer performance.
- As a guide, a photographic image at full slide size should be no more than 1mb.
- A free program called 'Image Resizer for Windows' released by Brice Lambson is available online which allows the user to easily right-click and resize images in the folder location. It has minimal quality loss and significantly reduces image file size.
- Check first with your IT department or relevant superior if you have authority to install this program.

Printing your PPT presentation:

It can sometimes be easier to print from a PDF rather than directly from PowerPoint. To create the PDF:

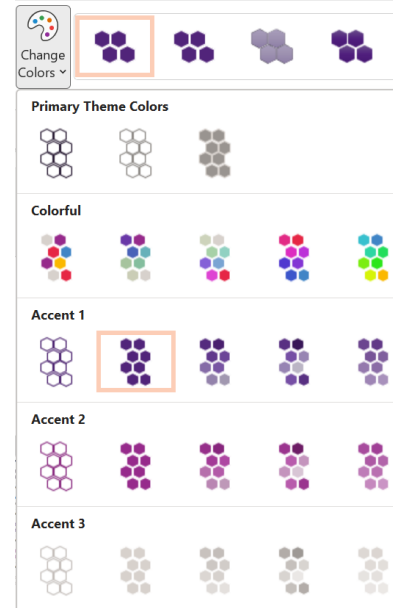
- You can either print to the Adobe PDF printer (select from available printers); or
- Save as Adobe PDF.

Chart/Smart Art colours

Chart and smart art colours are fully customisable.

By default charts will use the colour palette.

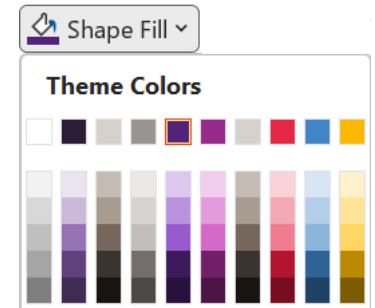
To change the whole chart's colours use the 'Change Colours' menu under the 'Chart tools' → 'Design' tab:



Alternatively, you can select one of the chart elements (such as a bar or pie chart slice) and manually change the 'Shape Fill' under the 'Chart tools' → 'Format' tab. The corresponding legend will update automatically.

The approved UQ colours are in the top row, starting from the 5th colour along.

These colours are automatically picked up in charts/smartart and can be used to create a more contrasting presentation.



The University of Queensland colours

Main colours used in this template



Dark 1



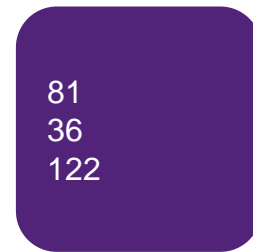
Light 1



Dark 2



Light 2



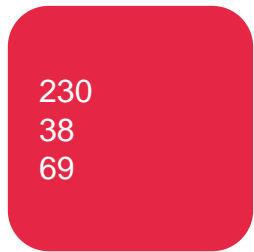
Accent 1



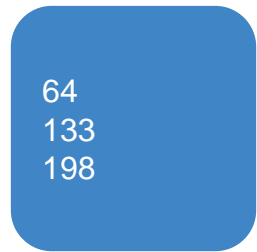
Accent 2



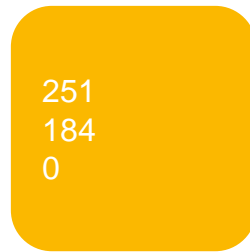
Accent 3



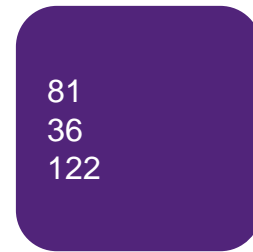
Accent 4



Accent 5



Accent 6



Hyperlink



Followed Hyperlink

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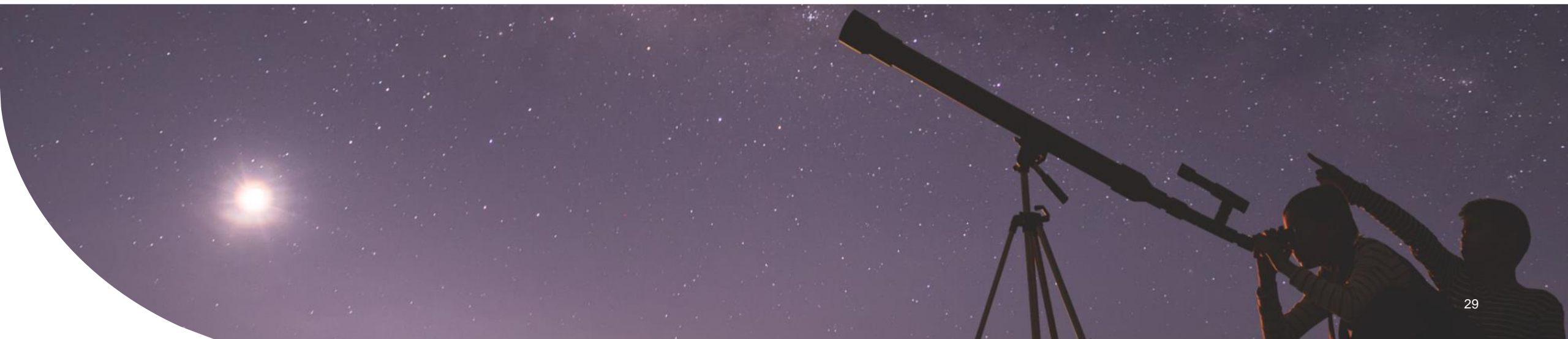
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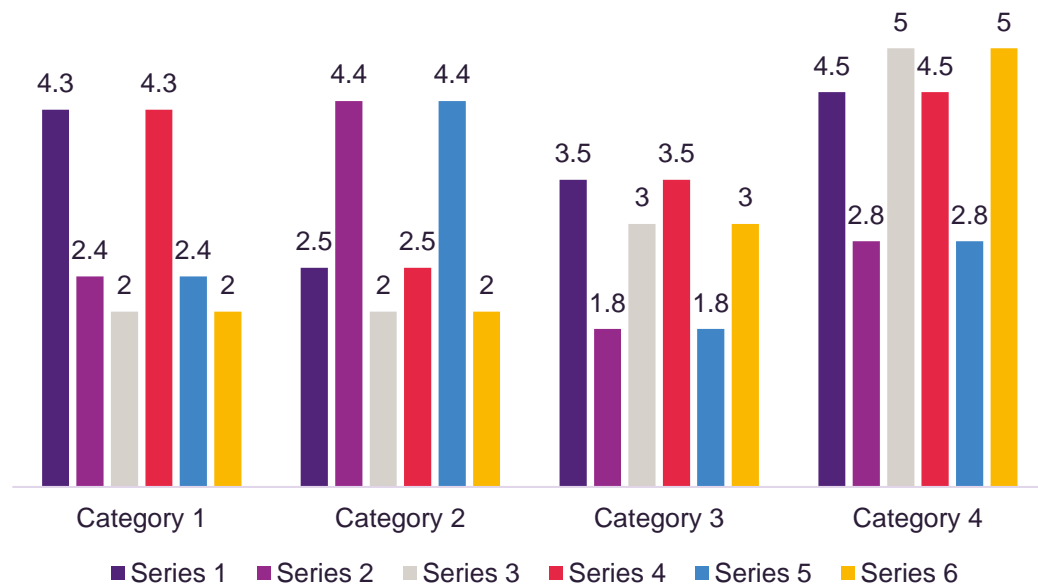
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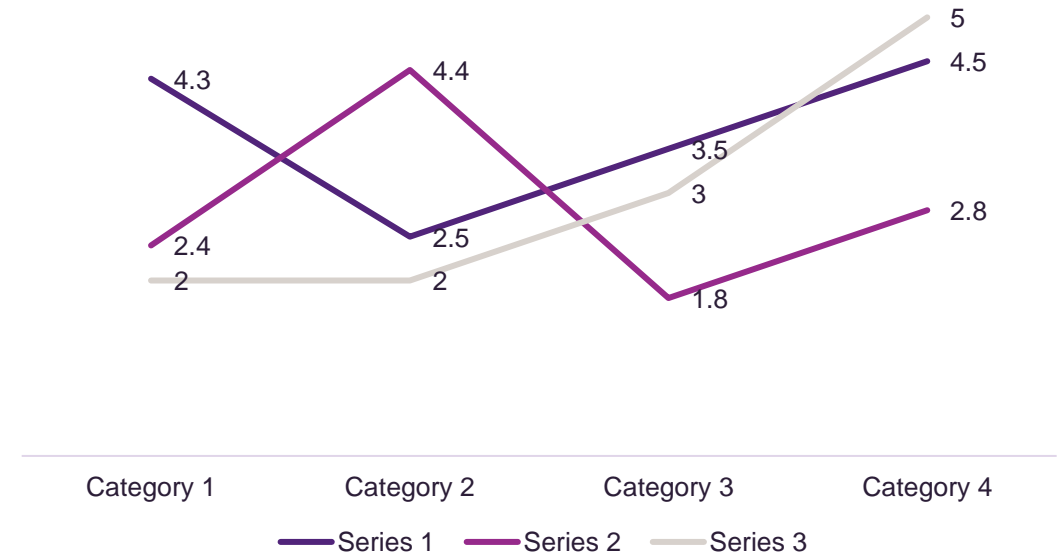
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[Graph title]

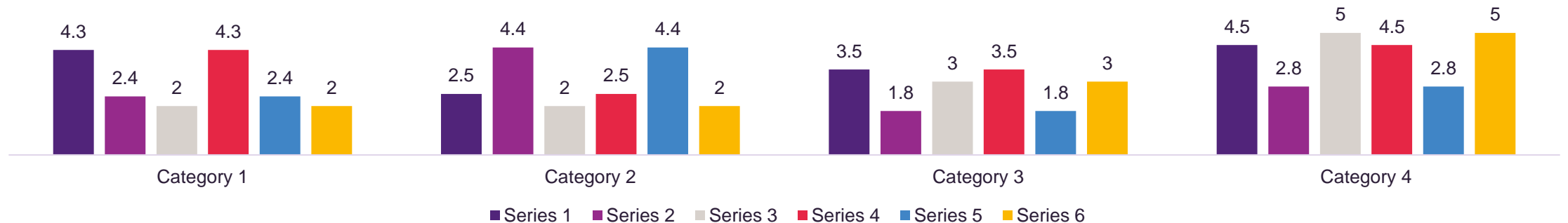
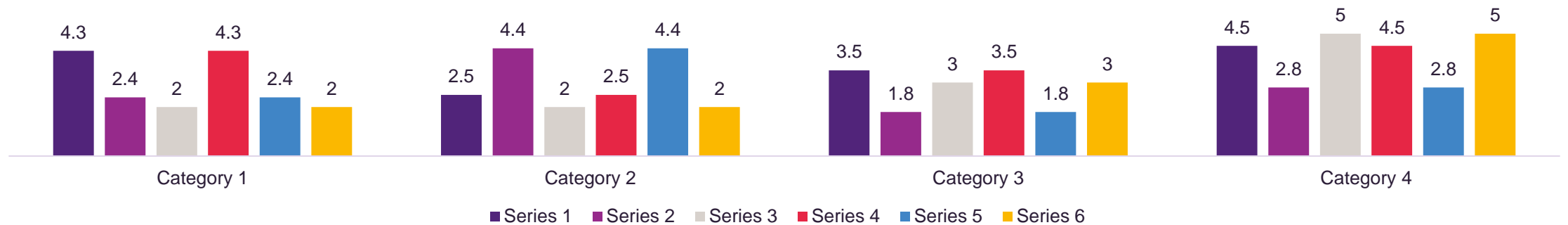


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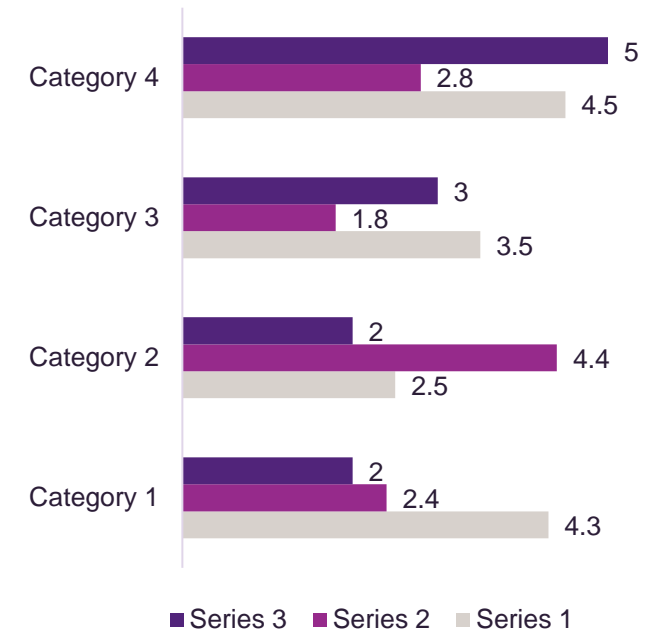
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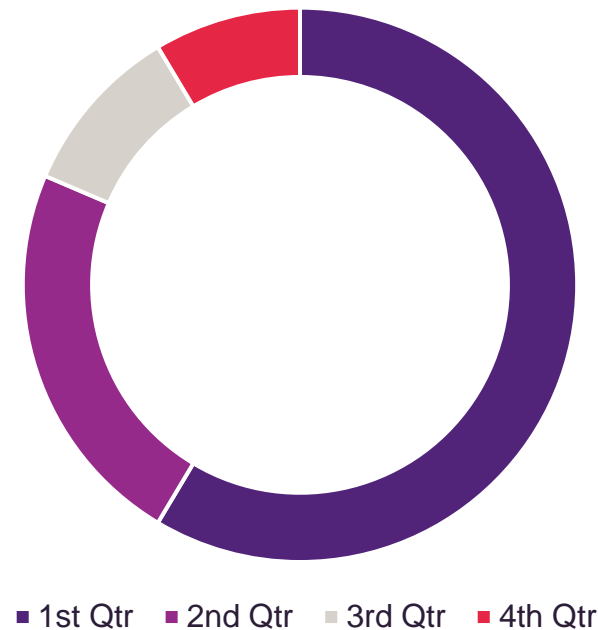
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Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise their valuable contributions to Australian and global society.

The Brisbane River pattern from A Guidance Through Time by Casey Coolwell and Kyra Mancktelow.



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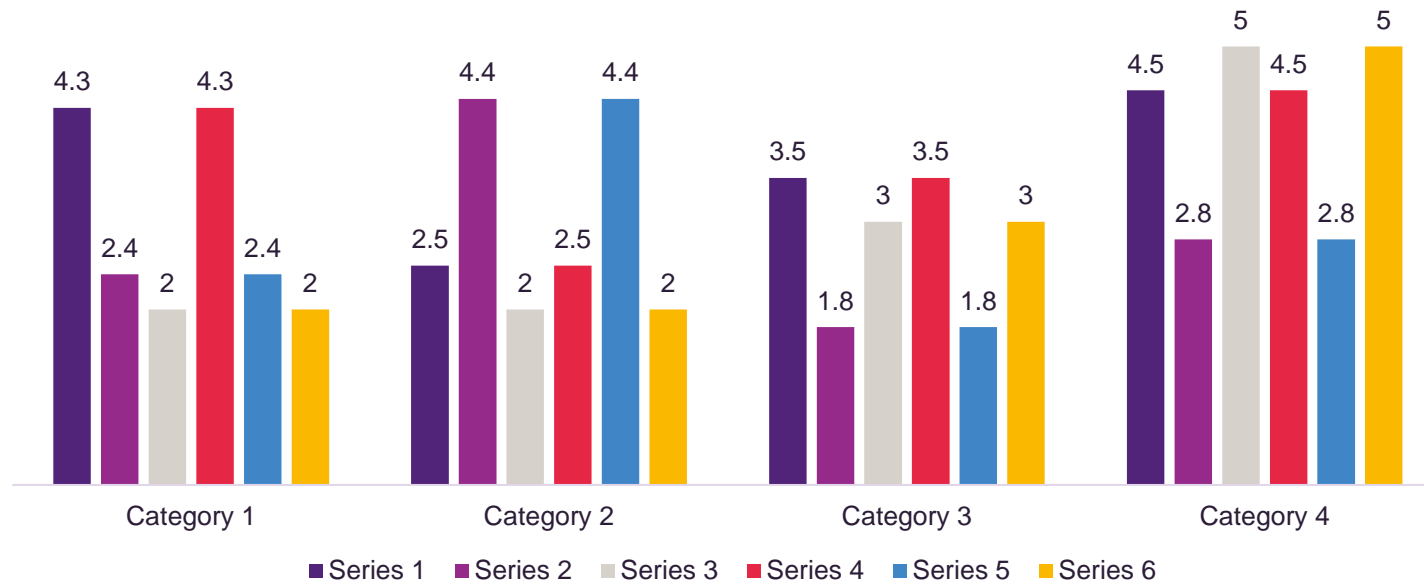
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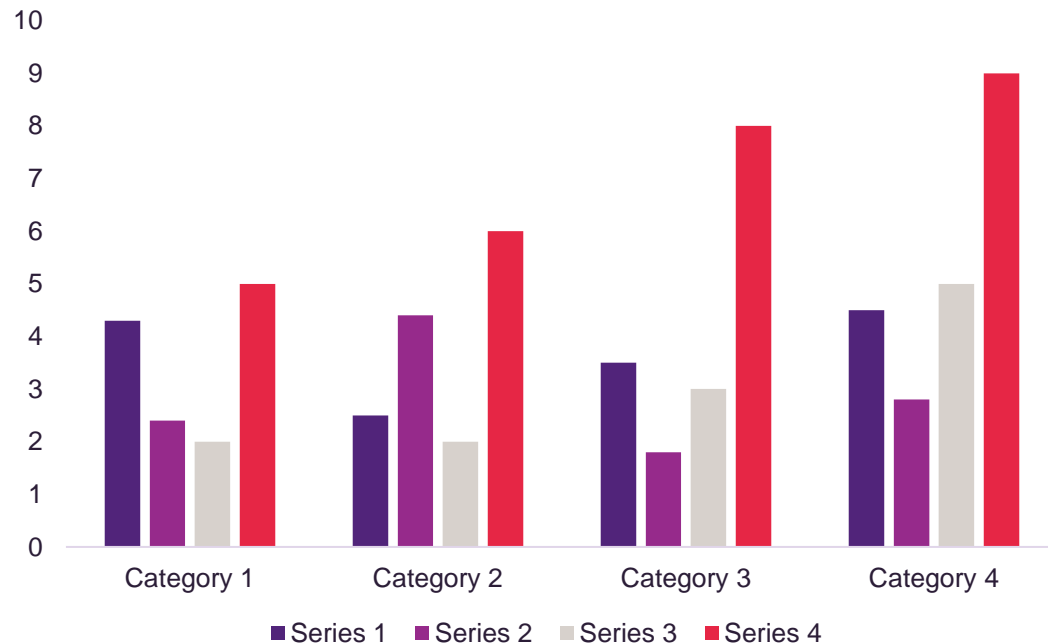
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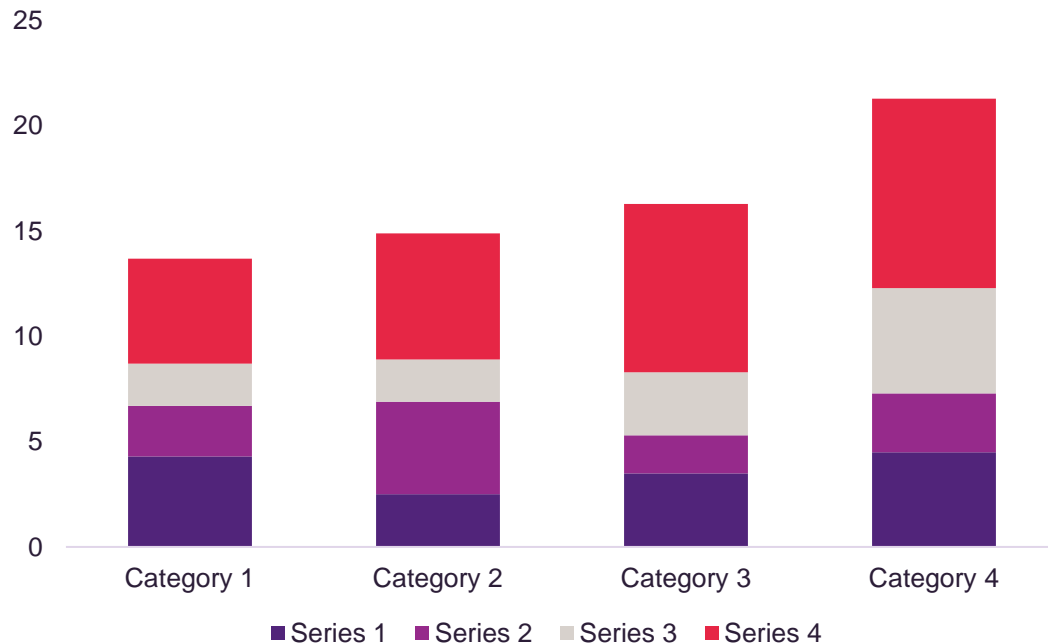
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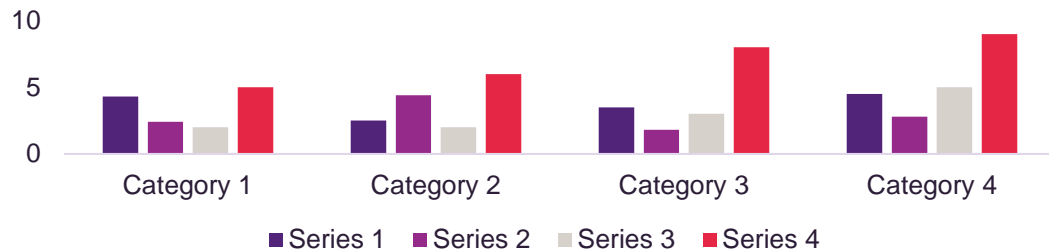
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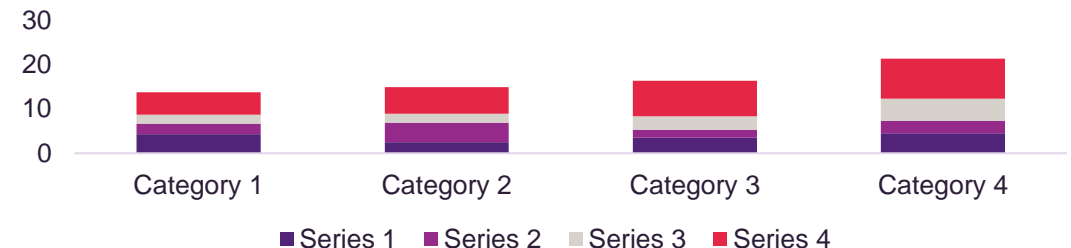


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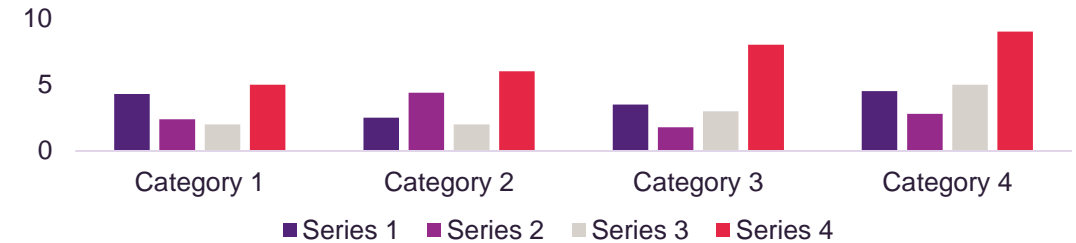
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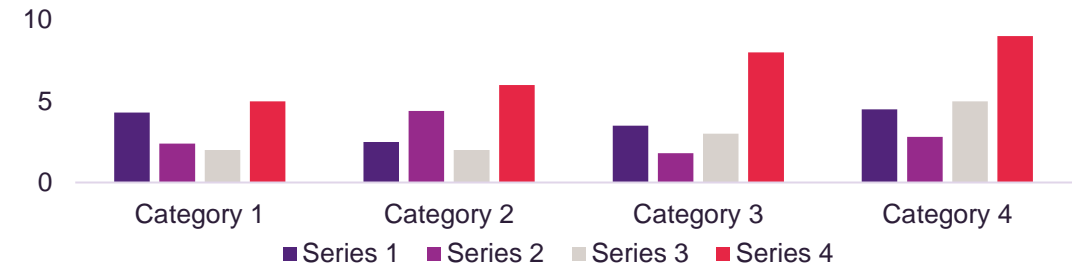
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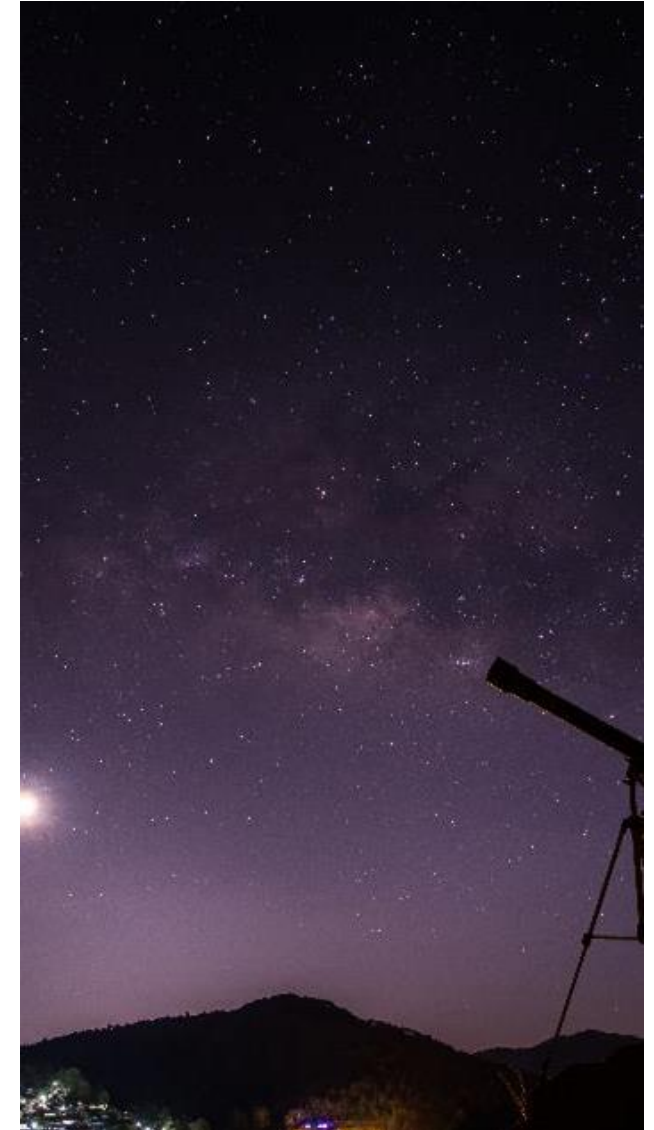
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