CROHN'S & COLITIS UK

FIGHTING
INFLAMMATORY
BOWEL DISEASE
TOGETHER

POWERPOINT GUIDELINES

Below is a brief overview of all the slide styles that are available to you within the Crohn's & Colitis UK PowerPoint template.

The images used are just for placement only, these can be changed to suit the content of your slide / presentation. The colour of headings and the Brand Line can also be changed.

Details of how to change these are shown on the following pages.

OVERVIEW OF SLIDES

Title slide

Main copy slide
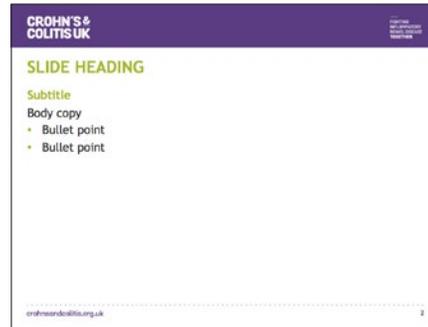
Text & image slide

Image & quote slide

Charts & diagrams slide
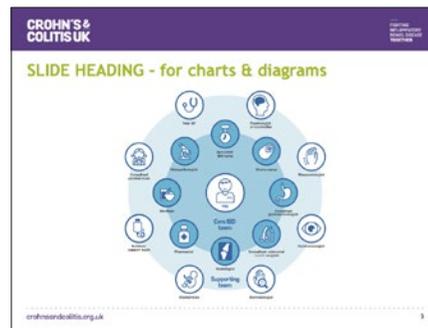
Section break slide

End slide – Thank you

The PowerPoint template has pre-designed layouts which are already set up within the template, all with preformatted placeholders where text or objects may be inserted.

NOTE: 'New slide' inserts a new slide, 'Layout' applies a different style to an existing slide.

INSERTING & UPDATING SLIDES

Inserting a new slide
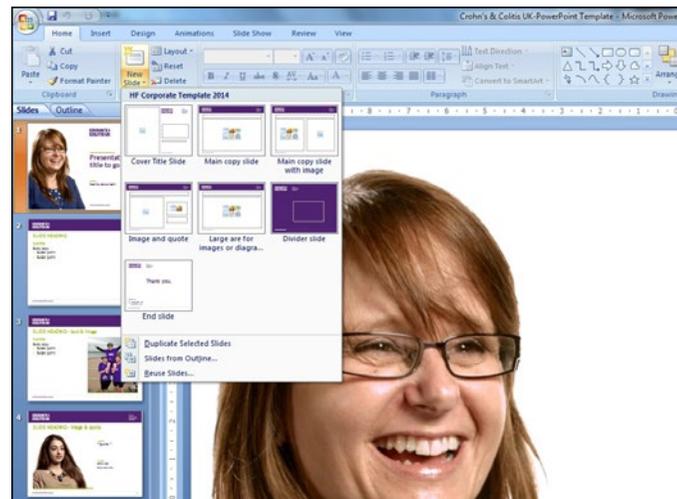
- Open your template and save your new presentation.
- Select the Home tab
- Click the little arrow next to 'New Slide' and thumbnails of available slide styles will appear
- Click the desired slide layout and it will insert the new slide into your presentation

Changing a slide to a different layout style
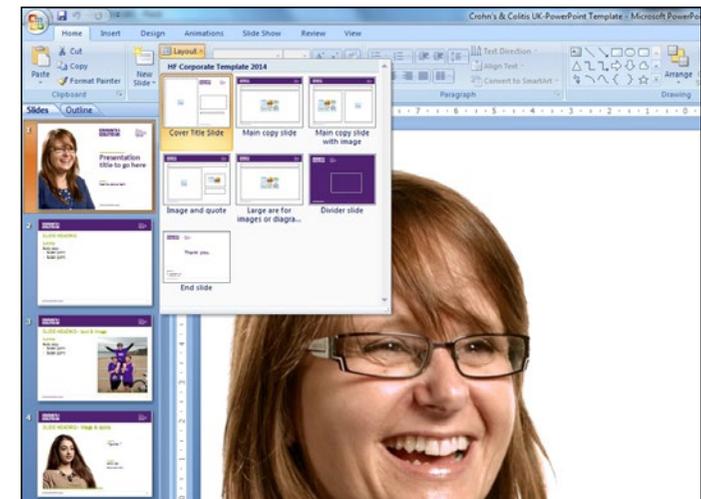
- Select the slide you wish to change and click the little arrow next to 'Layout' and thumbnails of available slide styles will appear
- Click the desired slide style and this will automatically update your selected slide. You may need to make some manual adjustments depending on the content of your slide.

PowerPoint only uses RGB colours, the colours shown below are automatically saved as default 'Theme' colours within the template.

Please try to keep to two secondary colours plus the purple for each presentation or each section of your presentation.

See the following page for details on changing the colour.

THEME COLOURS

Primary colours

RGB 81/33/120	**RGB** 60/60/59
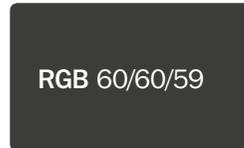
The purple is used on the headers and footers and section break, these elements are not editable.

The dark grey should be used for all main body copy.

Secondary colours

RGB 24/186/229	**RGB** 175/196/2	**RGB** 206/58/125
RGB 244/152/0	**RGB** 252/191/0	**RGB** 230/51/18
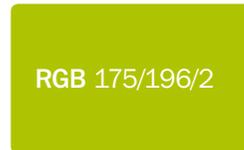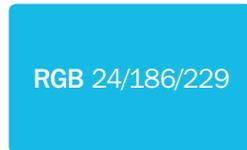
The secondary colours can be used on the Brand Line, text headings and any SmartArt graphics, charts or diagrams.

CHANGING COLOURS
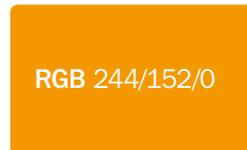
The bright green has been used as default but these can be changed to any of the secondary colours shown on the previous page.

Because the Brand Line needs to be editable and moveable it cannot be placed on the master slide itself, instead we have inserted sample pages within the template where we have used the Brand Line.

These can be used as they are or copied and pasted onto a new slide.

Instructions for changing the Brand Line and text heading colour are below:

Changing the Brand Line colour

- Click on the Brand Line/s
- Go to the 'Format' tab or 'Home' tab
- Click the little arrow next to 'Shape outline', the icon of a pencil with a line underneath
- A little window will pop up showing the 'Theme' colours along the top.
- Select the colour you want. Do not use the 'Standard Colours'

Changing the text colour
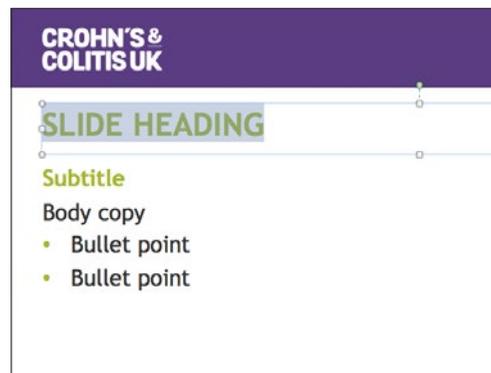
- Highlight the coloured text
- Go to the 'Format' tab or 'Home' tab
- Click the little arrow next to the icon of a capital A with a line underneath
- A little window will pop up showing the 'Theme' colours along the top.
- Select the colour you want. Do not use the 'Standard Colours'
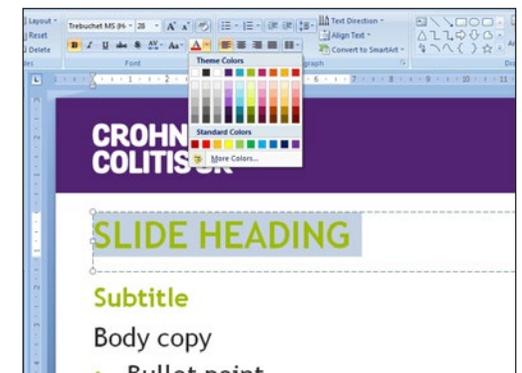
The typeface used in our PowerPoint presentations is Trebuchet MS. This is already saved as part of the default 'Theme' fonts within the template.

See the following page for details on using the pre-set text formats.

TYPEFACE
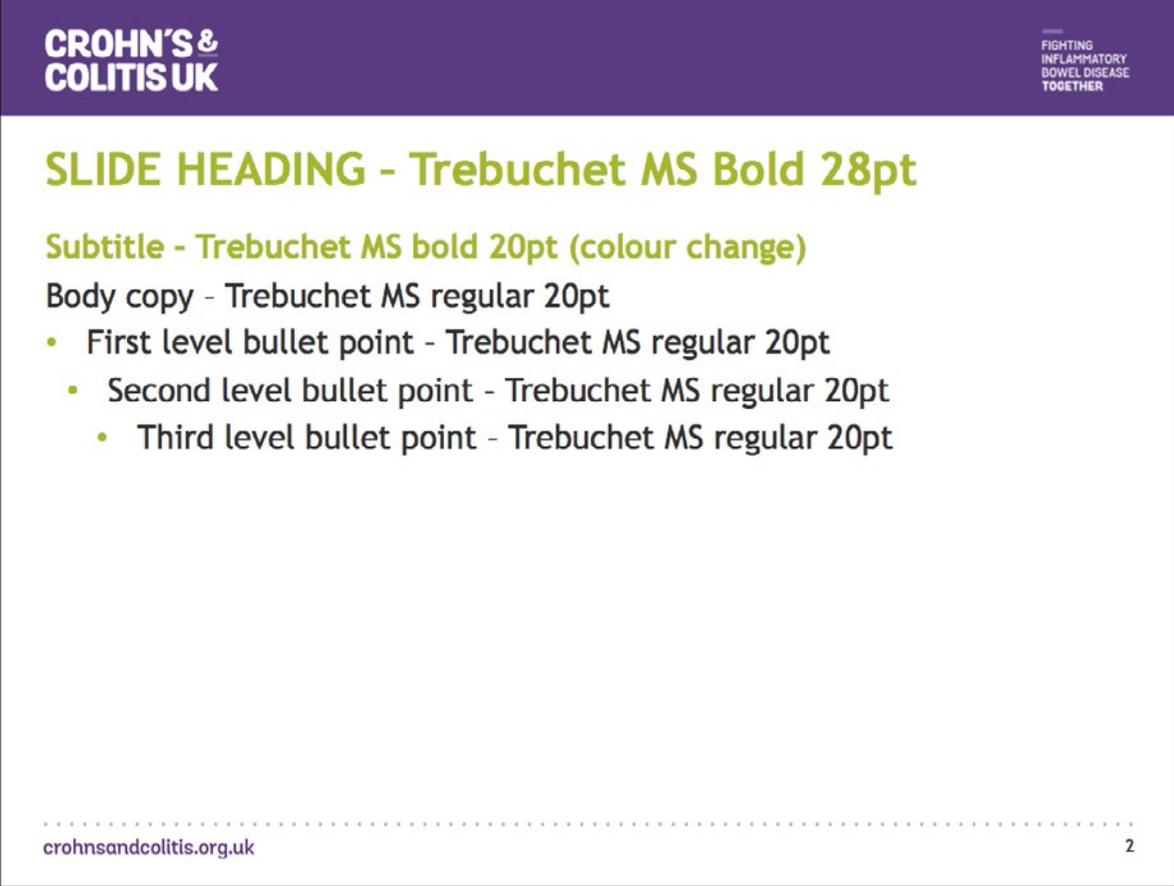
By using the 'Increase List Level' and 'Decrease List Level' you can automatically change your text to the various styles until you find the one you want, this saves you having to manually format your text.

You do not have to use these, you can format the text yourself if preferred.

See below for instructions on using the pre-set text formatting.

USING THE PRE–SET TEXT FORMATING

Getting started

When you click in a text box on the template slide, your text will be using either the heading or body copy styles.

Bullet points

Put the cursor in the paragraph you want to make a bullet point and click twice on the 'Increase List Level' icon.

Subheadings

Put the cursor in the paragraph you want to make a subheading and click once on the 'Increase List Level' icon.
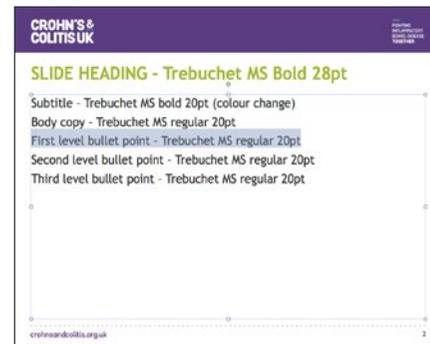

Changing styles

The 'Increase List Level' icon will take the style to the next level. If you want to return to a previous level, click 'Decrease List Level'.
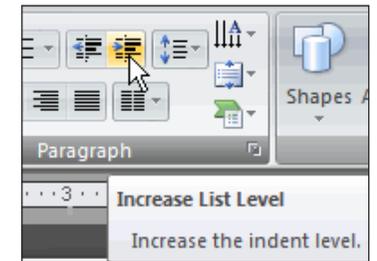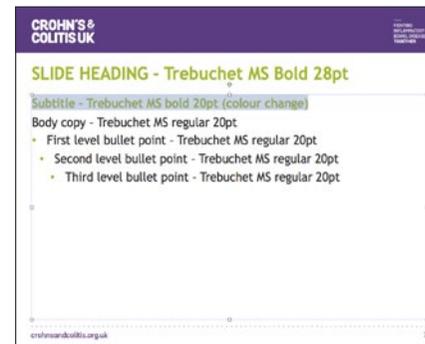
Increase List Level

Under the 'Home tab' in the 'Paragraph' section.
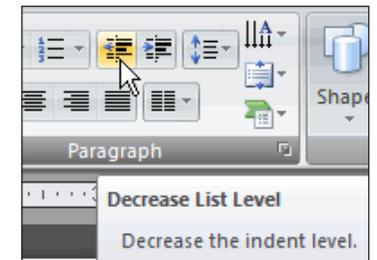
Decrease List Level

Under the 'Home' tab in the 'Paragraph' section.

INSERTING IMAGES, CHARTS & DIAGRAMS

In the template there are four slides which are set up for inserting images and/or charts and diagrams.

To change an exisiting image which is already on the slide, right click on it and choose 'Change Picture', this will enable you to browse for a new image.

Slide templates which have placeholders for images, charts and diagrams

When you see these icons below, you can quickly and easily insert various items just by clicking on the relevant icon and following the prompts that appear.

Insert table icon

Insert chart

Insert SmartArt

Insert image

Insert clipart

Insert media icon
(Videos and audio files)