

## POWERPOINT TEMPLATE INSTRUCTIONS

### BEFORE USING YOUR POWERPOINT TEMPLATE, CONSIDER THE FOLLOWING:

- This PowerPoint presentation has been saved as a Master Template file. To ensure that the Master Template remains intact, please rename and save, each time you update the file.
- The template comes with 2 title slide options, each saved as Masters and one Content Slide.  
**No changes should be made to the layout of the Master Slides.**

### DIRECTIONS FOR USE:

- 1) Open the MASTER PowerPoint template, name your file and SAVE.
  - 2) Make sure you are in NORMAL view. (Go to VIEW and check NORMAL.)
  - 3) On the left, you will see 3 slide options. Decide which MASTER SLIDE (option 1 or 2) that you would like to use for your TITLE SLIDE. Delete the other. (Select the slide option that you would like to delete, click EDIT and check DELETE SLIDE). SAVE your file.
  - 4) Select your TITLE SLIDE. Go to the main slide field and edit the PRESENTATION TITLE, the PRESENTATION SUBTITLE and the PRESENTER'S NAME. SAVE your file.
  - 5) Select your CONTENT SLIDE. Go to the main slide field and insert your copy into the TEXT BOX. SAVE your file.
  - 6) Repeat this action to edit the SECTION TITLE and PAGE NUMBER on the lower right. SAVE your file.
  - 7) To create another CONTENT SLIDE, go to EDIT, select DUPLICATE, and simply repeat this procedure for the rest of your content pages.
- 8) And, finally, some important Don'ts:**
- Do not change or alter the original elements of the Master Template.
  - Do not change the size or the color of any of the original elements in the SLIDE MASTERS.

**Questions? Email [identity@usc.edu](mailto:identity@usc.edu)**