

PowerPoint – Using University Templates

The University's branded PowerPoint templates are available to **staff working on and off campus**.

Four templates are available; each is designed to reflect our brand to specific target audiences:

- Potential Undergraduates
- Potential Postgraduates
- Students
- Staff, Corporate, Alumni, Public

Working on campus?

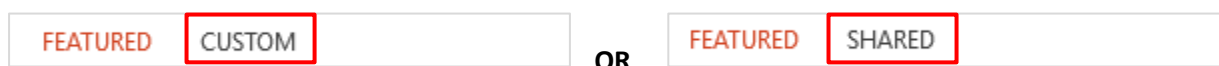
On campus networked PCs, you can access the branded templates from within PowerPoint. The steps will vary slightly depending on which version of Microsoft Office you are using.

PowerPoint 2013 or later

1. Click the **File** tab, then click **New**.



2. Click **Custom** OR **Shared** (depending on what you see).



- If you clicked **Custom**, now click **Templates** to access the University's branded templates.
- If you clicked **Shared**, you will see the University's branded templates.

3. Click once on the template you would like to use, then click **Create**.

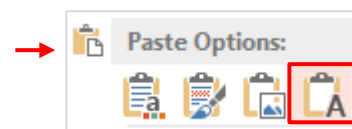
Working off campus?

When working off campus, or on your personal PC, you can download the branded templates from the Corporate and Media section of StaffNet (staff login required):

<https://www.abdn.ac.uk/staffnet/working-here/university-brand/presentations-4761>

Using the University's branded templates

- In Normal View, all available slide layouts are displayed as thumbnails on the left of the screen.
 - Alternatively, click **Home**, then **Layout** for a complete list of available slide layouts.
- Choose from the range, according to your needs.
- Right-click on a slide in the **Navigation Pane** to delete or duplicate the layout as you require.
- The templates contain an instructional slide to help you get started. Don't forget to delete this!
- Click on a **Content Placeholder** (boxes with a dotted border) to add or edit content.
- To paste text copied from another source, right-click on a **Content Placeholder**, and from the **Paste Options**, click **Keep Text Only**.
 - This will ensure that the brand fonts are retained - slide titles are **Calibri (Headings)**, and body text is **Calibri Light**.
- Click **File**, then **Save As** to save your presentation to a suitable location.



Choosing a template - Example scenarios and sample slides

Each template contains layouts, fonts and colour palettes to suit a different target audience.

If you are unsure about which template to use, you can use the example scenarios below as a guide.

Potential Undergraduate Template

- Talking to school leavers
- Orientation materials
- Open Days



Potential Postgraduate Template

- Graduate Open Day
- Research publications
- Online advertising



Student Template

- On-campus communications
- Undergraduate prospectus
- School-specific materials



Staff, Corporate, Alumni, Public Template

- Strategic reports
- Corporate marketing
- Research and alumni publications



Further information and help

Are you looking for help with PowerPoint? Please contact the IT Service Desk:
<https://myit.abdn.ac.uk>

Do you have questions about University branding? Please contact the Brand Team:
<https://www.abdn.ac.uk/staffnet/working-here/university-brand/advice-and-support-4735>