

## PowerPoint Template User Guide

Two PowerPoint templates for the UCSF Helen Diller Family Comprehensive Cancer Center are extensions of overall UCSF PowerPoint templates, customized to support both the UCSF and the UCSF-HDFCCC identities. The templates are identical except for color palette (teal and gray). If you have not already downloaded the templates, they can be found at:

<http://cancer.ucsf.edu/identity>

### What the Templates Include

Each template includes a title master and slide master, with elements that have been established to maintain brand standards; these include the position, appearance, and size of text boxes, page numbers, bullets, color bars, and logos. Templates also include a set of ready-to-use live slides for you to use as the starting point for building a new presentation.

### Starting a New Presentation

Open the template and use “Save As” to preserve the original template without changes. Click within text boxes to highlight and replace text, entering the date, presentation title, subtitle, presenter name/title, and section headings. The section heading (upper right of interior slides) and subtitle (title slide and first interior slide) are optional and should be deleted if they are unneeded. In changing the presenter name and title (title slide), be careful to select and replace the top line, then select and replace the second line, so that the text characteristics of each line are preserved.

On the opening slide and on interior slides, the words “Program / Unit Name” should also be customized. For the title slide, this is done directly in the live slide, as for other presentation-specific elements. For interior slides, customize the program/unit identification on the master slide (View > Master > Slide Master). Be careful to not change any other elements on the Slide Master.

### Live Slides

The ready-to-use live slides include text slides, table slides (vertical and horizontal layout), chart slides (pie, line, bar), and two end slides. Most users will not need all of the live-slide options, but you might want to delete the unwanted slides only when you are certain you will not need them. Please retain both end slides (light background, then dark background), which showcase UCSF’s mission of advancing health worldwide.

Duplicating live slides is the easiest way to maintain brand identity and consistency. If you prefer using the Insert > New Slide function, this can still be used to create correctly branded text slides and title slides, but it will not correctly duplicate subtitle slides or chart and table slides. (Because this is not a custom application, the Microsoft defaults are still embedded within the software.)

### Best Practices

With slide presentations, minimal text yields maximal impact. Text sizes in the templates have been set for optimum readability in a variety of presentation settings. If you have more text than can comfortably fit, the default setting is to allow the text to shrink to fit, except for page titles. But be aware that shrinking your text will reduce readability and may subtract from the clarity of your message. Slide headings are designed for titles no longer than two lines. If you need more space, consider using the subtitle option to break up the title.

### Charts & Tables

The templates include custom styling for charts and tables. To maintain this styling, use the existing slides, click on the chart/table, and replace the sample data with your own. (If you were to use the Insert > Chart or Insert > Table function, the default PowerPoint chart styling would be applied.) For tables, delete or add rows and columns to fit your needs. You can also alter the size of the table with the sizing handles.

### Photographs & Graphics

Four template slides are ready-made for importing images alongside supporting text. The picture placement box will automatically proportion and scale your image to the space provided. If necessary, click on the image to resize or reposition.

### Color Palette

The default color palette uses color chips that reflect the UCSF brand. As you select colors for use within tables, bar charts, pie charts, etc., please try to keep your usage of color to this selection.

### Updating an Existing Presentation or Importing Slides

1. Open a new template document and rename it. Click through to the end of the live slide set.
2. From File, choose Insert > Slides.
3. Navigate to the document you wish to update.
4. Leave the Keep Source Formatting option UNCHECKED.
5. Choose Insert All slides.
6. Close the dialog box.
7. The slides will have been imported and all master-linked elements will have been updated with the color and style of the new template.
8. Use the slide layout function to apply or reapply the slide layout for basic text and title slides, but NOT for chart and table slides. This acts as a fail-safe against the possibility that not all style elements will be properly applied when you import slides.
9. For chart and table slides, best results will be achieved by transferring the data from the imported chart or table into the data field of the resident template chart.

### Cross-Platform Issues

These templates are designed on a PC platform, but with cross-platform usage in mind. The type font is Arial, which will default to Helvetica on the Mac and vice versa. It may be necessary to adjust the size and position of some non-master text boxes when going cross-platform. In the case of charts, while they will translate to the Mac, to maintain the integrity of styled charts, Mac users must double-click on the chart within the live slide to have the full effect of the chart styling. This is also the case if a PC user imports a chart slide from a Mac presentation.

### More Info

For greater detail, consult the UCSF PowerPoint template guidelines, referring specifically to the information for “co-branded” templates, on which the Cancer Center templates are based.

[http://identity.ucsf.edu/templates/ppt\\_template\\_guide.pdf](http://identity.ucsf.edu/templates/ppt_template_guide.pdf)