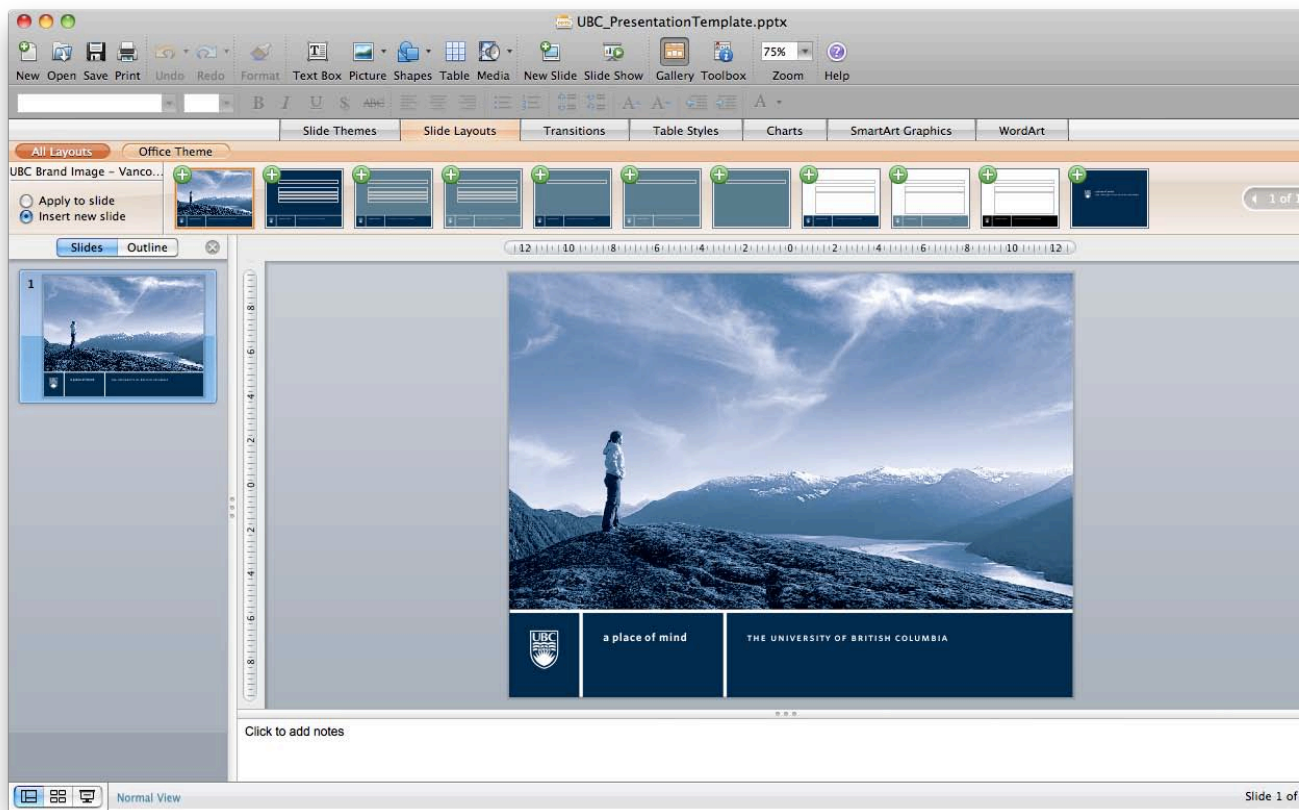


# UBC PowerPoint Template Instructions (Mac Version)

## BASIC

1. Download PowerPoint Template (2.3MB)
2. To activate the slide templates such as title and divider slides, click on "Slide Layouts" (see image below)
3. Start presentation with Start Slide 1: UBC Brand
4. Always end presentation with End Slide
5. See attached presentation guide for more information
6. Preferred font is Verdana
  - For titles/major headings: 24 font (Bold) is preferred
  - For qualifier text/subheads: 18 font (Bold) is preferred
  - For supporting text: 18 font is preferred
7. Do not alter the Slide Master in any way



## UBC PowerPoint Template Instructions (Mac Version)

### CUSTOM

1. To customize your presentation select "View Master" and then "Slide Master"
2. Select "a place of mind" button/sample green areas and customize with your preferred unit or faculty colour
3. Replace placeholder image with image of your choice
4. Close Master View and return to Normal View
5. Start presentation with Start Slide 1: UBC Brand
6. Second slide should be Start Slide 2a: Custom or Start Slide 2b: Custom
7. Identify Faculty or Office, School or Department, Program, Group or Institute on Start Slide 2a: Custom
8. End presentation with End Slide
9. See attached presentation guide for more information
10. Preferred font is Verdana
  - For Start Slide 2a Custom: 14 font is preferred
  - For titles/major headings: 24 font (Bold) is preferred
  - For qualifier text/subheads: 18 font (Bold) is preferred
  - For supporting text: 14 font is preferred

For more information on the UBC PowerPoint Template contact UBC Public Affairs:  
604.822.3131 or [public.affairs@ubc.ca](mailto:public.affairs@ubc.ca)