# EDITING A WEEKLYSAFETY.COM **POWERPOINT** FILE

Before editing any MS PowerPoint file, be sure to save the original and only edit a copy. If you need to start over, you can delete what you are working on, and just start with a fresh copy from the original.

You can edit any portion of the PowerPoint safety topic. You can change the title, the wording or the photos. Add, change or delete any of the content to suit your company's needs.

Simply highlight the word or phrase you want to change with your cursor:
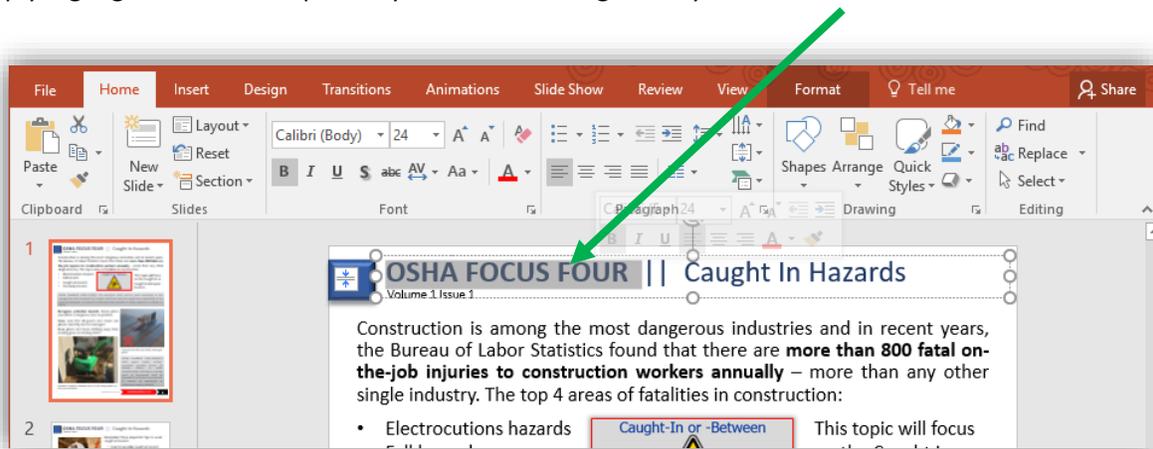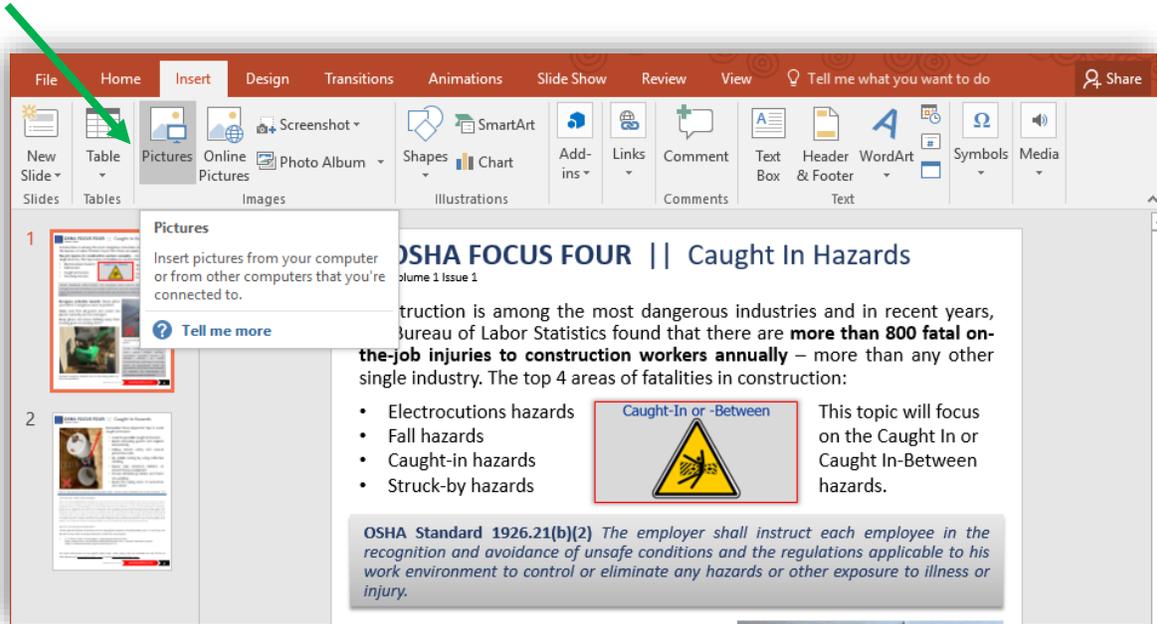

And then type in the customized words your company prefers.
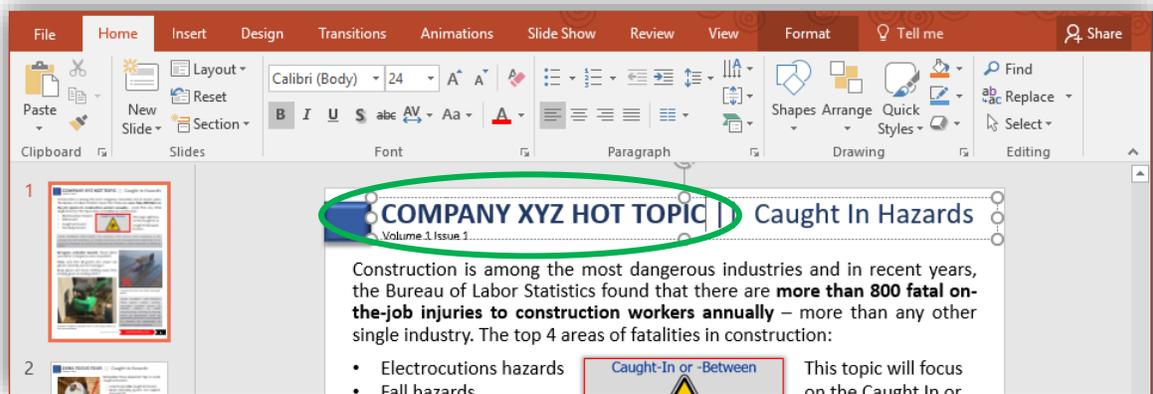
***TIP* If you ever make a mistake, just hit CTRL-Z which will UNDO your last edit so you can try again.**

To add your own logo, select **Insert** > **Pictures** to choose your logo picture from your computer to add to the document. You can move the logo anywhere on the page, make it smaller or make it larger.

Some items in the PowerPoint safety topic can only be edited by changing the template. To open a PowePoint file template click **View** (at the top) and then click on **Slide Master**.
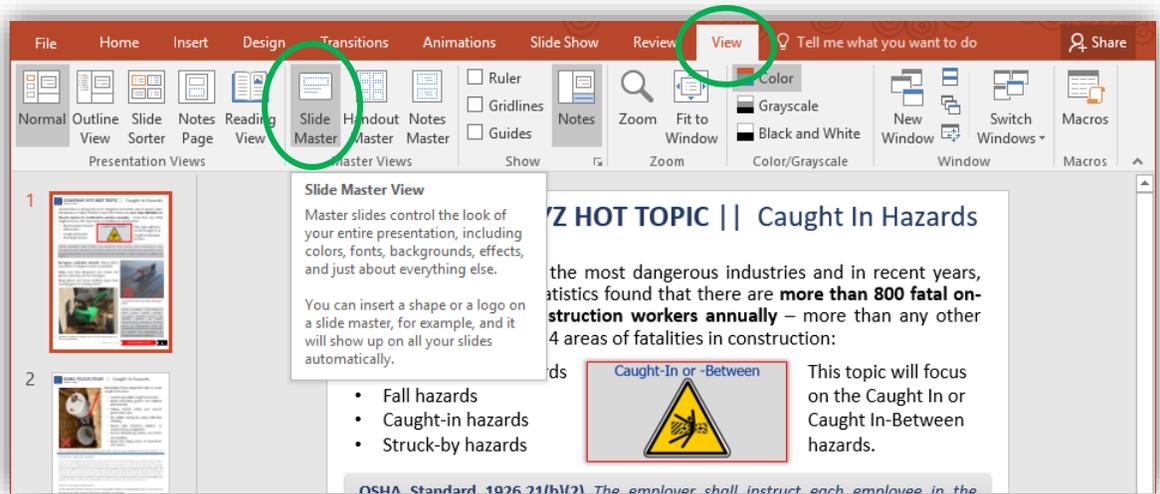
When you edit the Slide Master (template), this will affect your main document. If you edit the top level page, this affects ALL pages of your PowerPoint file. If you edit any of the sub-pages, this affects ONLY the pages that have that page template design.
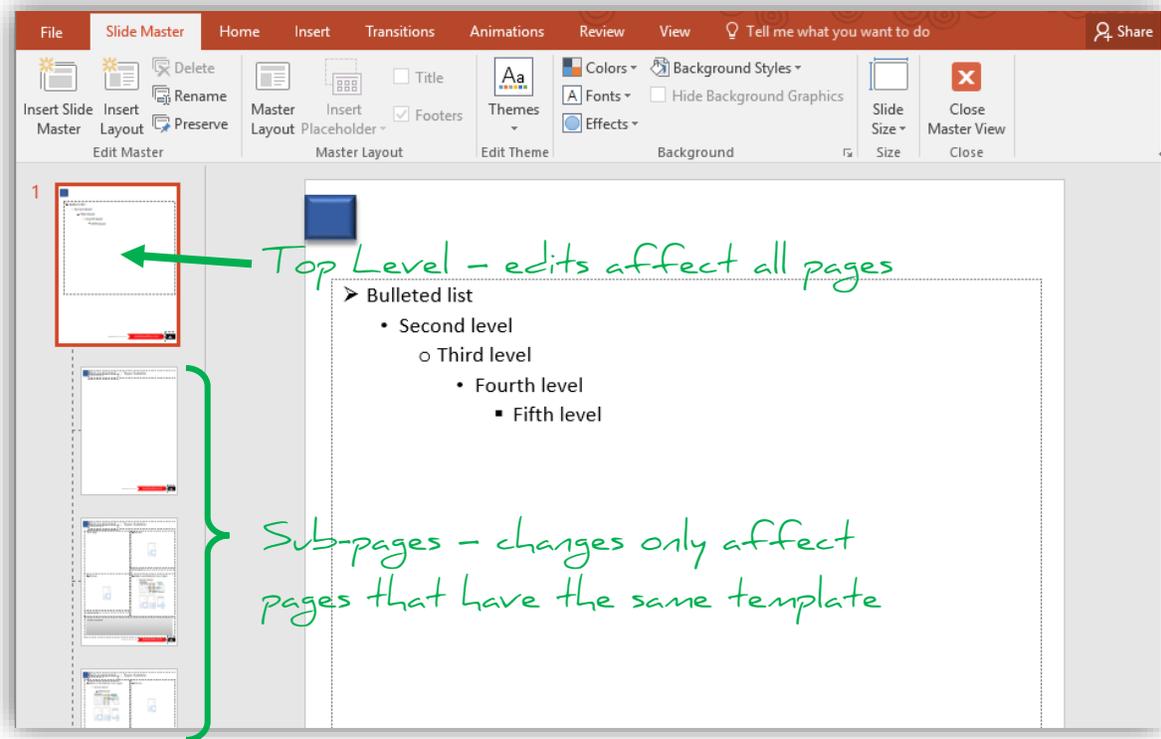

Use the Slide Master Top Level page to edit, remove or change the Weeklysafety.com name, footer and page number blocks at the bottom of the template.

Use the Copyright & Disclaimer sub-page to change any language in the copyright & disclaimer section or the photo acknowledgments section. (*note: changes to these sections are not recommended*) Some photos may have restrictions for use so be sure to double-check the source link before editing, cropping or changing photos.

You can also use the Slide Master Template to make changes to fonts and formatting for the entire document. When you are done with all Slide Master edits, you can close this view by choosing **Close Master View** on the top right of your menu bar.
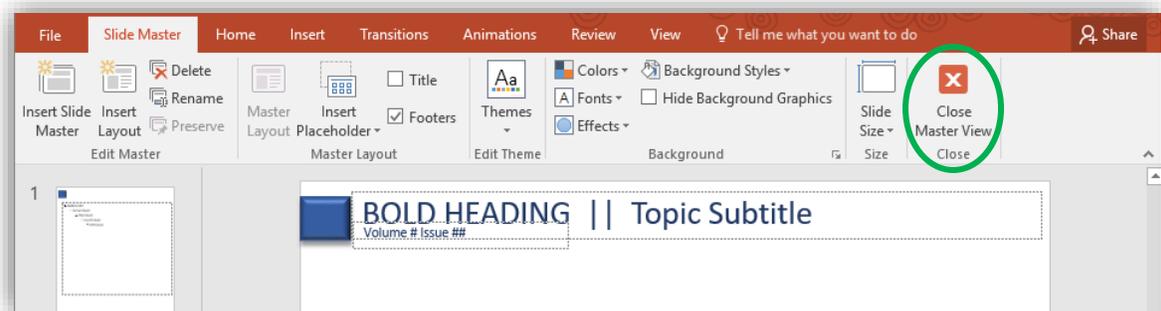
Note: If Weeklysafety.com has used a font that you don't have installed on your computer, then words on the PowerPoint file that you view might not look the same. You can edit those words to any font you like.
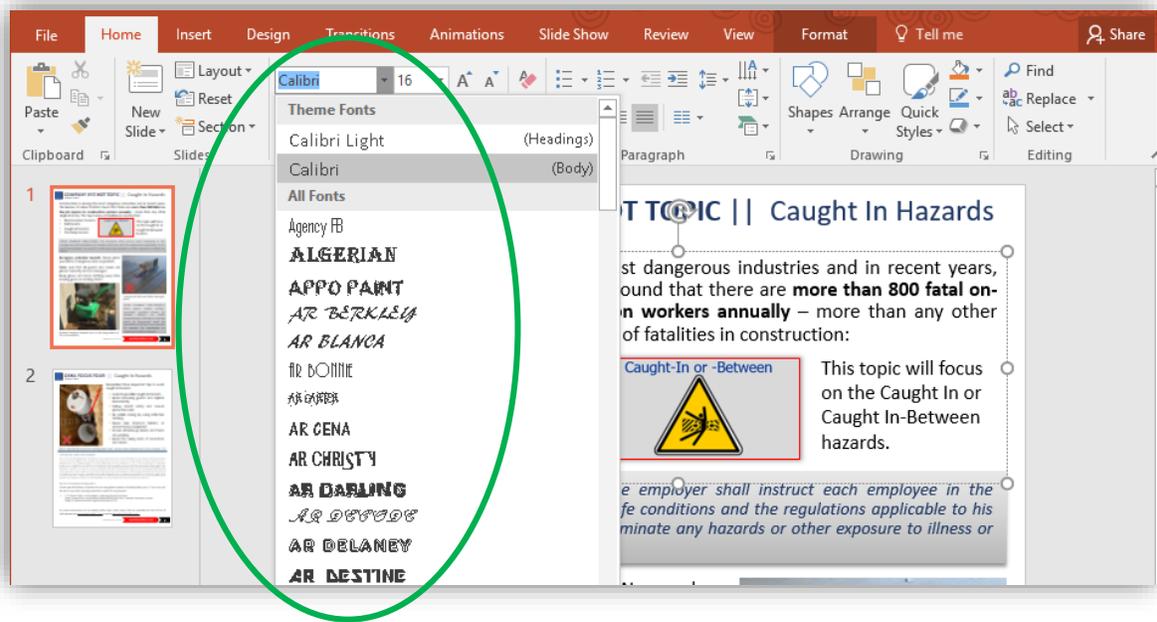
For additional support with editing MS PowerPoint files, we recommend turning to Google or Bing. Be specific in your search. For example:
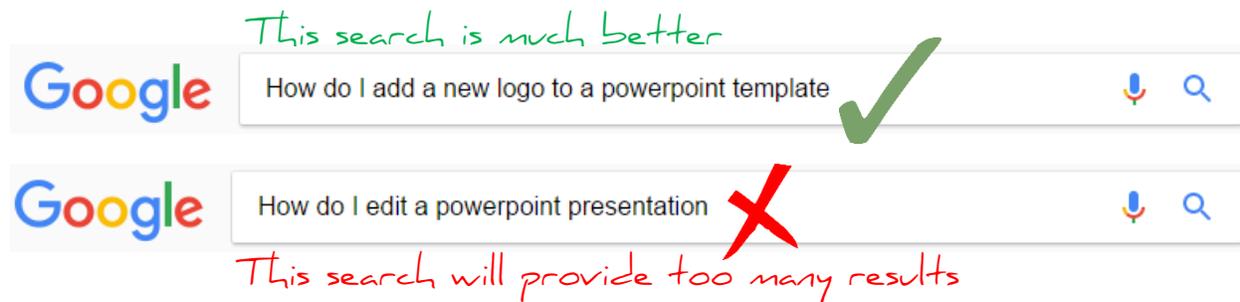
If you find any errors, missing pages, missing content, etc. in the provided MS Word & PowerPoint documents, please let us know so we can provide assistance. Email us at safety@weeklysafety.com.

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