



PowerPoint Template User Guide

Step-by-step instructions for using the
Traditional, Savvy, and Colorful templates

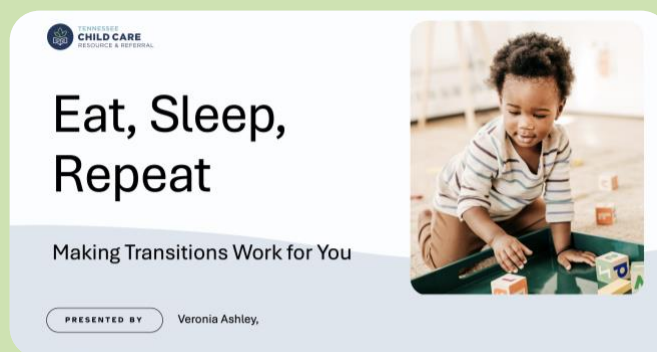


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Start Here

The five things to remember before you build a presentation:

1. Choose one template: Traditional, Savvy, or Colorful.
2. Open the .potx file to create a new presentation. The original template stays safe.
3. Add slides by choosing a built-in layout. Do not start from a blank slide.
4. Replace the sample words, photos, and icons with your training content.
5. Save your new presentation as a .pptx file.

Important: A .potx file is a PowerPoint template. A .pptx file is the presentation you create and present. Opening the .potx makes a new copy for you to work in.

1. Choose Your Template

All three are approved. Choose the one that best fits the training—not your favorite color.

Template	Best for	What it feels like
Traditional	Formal trainings, conferences, policy or process topics	Classic, structured, professional
Savvy	Modern workshops, coaching, focused or shorter sessions	Clean, simple, modern
Colorful	Interactive learning, family or community topics, energetic sessions	Friendly, warm, engaging

Not sure? Traditional is the safest choice for a formal or information-heavy training. Savvy works well when the content is focused and visual. Colorful works well when the session is interactive or community-facing.

Do not mix the templates

Choose one style and use it from beginning to end. Copying slides between template styles can change fonts, colors, spacing, or photo shapes.

2. Open the Template the Right Way

These steps protect the original template.

On Windows or Mac

1. Find the approved .potx file in the CCR&R Professional Development Resource Hub, accessible through the Employee Portal.
2. Double-click the file. PowerPoint should open a brand-new presentation based on the template.
3. Immediately choose File > Save As.
4. Name your presentation.
5. Confirm that the file type is PowerPoint Presentation (.pptx), then save.

If PowerPoint opens the template itself

- Do not type into or save over the .potx file.
- Choose File > Save As and save a new .pptx copy before making changes.
- If you are unsure, close the file without saving and ask Marketing, or your PD Coach Support Specialist for help.

If you are working in PowerPoint Online

The template works best in the desktop PowerPoint app. Download the file and open it in the desktop app so all layouts, fonts, images, videos, and speaker notes work as expected.

Turn Off PowerPoint Designer

PowerPoint Designer may suggest layouts that do not follow the approved CCR&R templates.

1. Select **File > Options**.
2. Select **General**.
3. Find the PowerPoint Designer settings.
4. Turn off **Automatically show me design ideas**.

Do not use PowerPoint's suggested Designer layouts in a CCR&R presentation.

3. Get Oriented Before You Begin

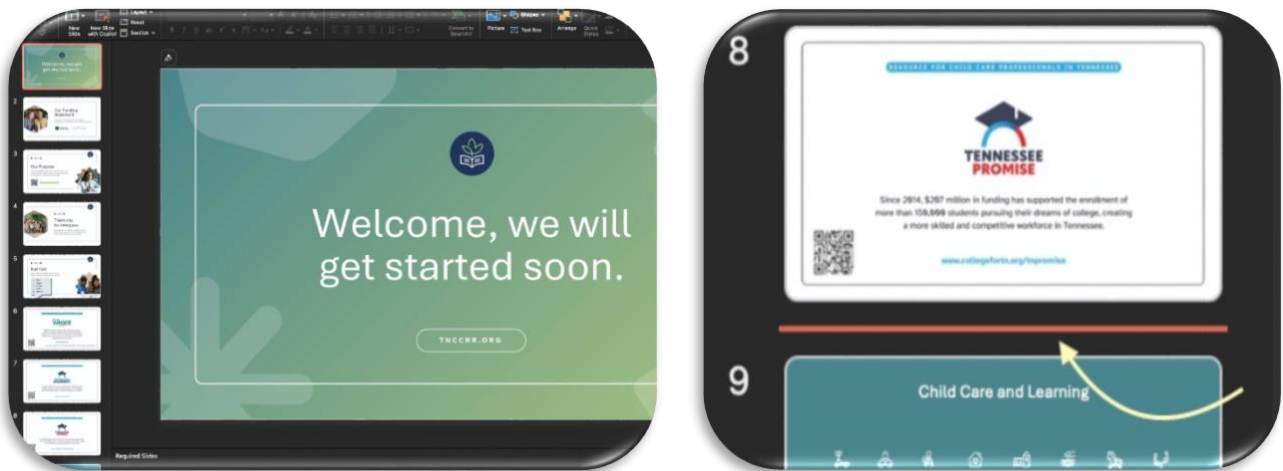
What you will see

When you open the template, several slides will already be included. These slides are there to help you build a complete and consistent CCR&R presentation.

You will see:

- Required opening and informational slides
- A starting place for adding your training content
- Icon Library slides containing approved icons

Some slides are required and should remain in the presentation. Other slides, such as the Icon Library, are working resources that will be hidden before the presentation is shared or presented.



Start Building at Slide 8

Before adding your first slide:

1. Look at the slide thumbnails on the left side of PowerPoint.
2. Scroll down to **Slide 8**.
3. Click Slide 8 so it is selected.
4. Go to **Home** → **New Slide ▼**.
5. Choose the layout you want to add.

PowerPoint inserts a new slide directly after the slide currently selected. Selecting Slide 8 first ensures that your training content begins in the correct place.

Important: Always check which slide is selected before choosing **New Slide**. Otherwise, the new slide may appear in the wrong part of your presentation.

Keep the Required Slides

Do not delete required slides from the template. Update only the areas intended for your information.

Before presenting, review the required slides and confirm that:

- Placeholder instructions have been replaced or removed.
- Trainer names and information are correct.
- Dates and training details are current.
- Required CCR&R messaging remains unchanged.
- The appropriate closing slide is included.

If you are unsure whether a slide is required, leave it in the presentation and ask your supervisor or designated template support contact before deleting it.

Use the Icon Library

The Icon Library slides contain approved icons that can be copied and used throughout your presentation.

To use an icon:

1. Navigate to an Icon Library slide.
2. Select the icon you need.
3. Copy it.
4. Return to your content slide.
5. Select the intended icon placeholder.
6. Paste the icon from clipboard.

Do not edit your presentation content directly on the Icon Library slides.

Do Not Delete the Icon Library

Keep the Icon Library slides in the PowerPoint file so the approved icons remain available for future edits. Instead of deleting these slides, hide them before presenting or sharing the final presentation.

To hide an Icon Library slide:

1. Right-click the slide thumbnail.
2. Select **Hide Slide**.
3. Repeat for each Icon Library slide.

A hidden slide will display a slash through its slide number. It will remain in the PowerPoint file but will not appear during the slideshow.

Before presenting: Start the slideshow and move through it once to confirm that all Icon Library slides are hidden and that the presentation flows in the correct order.

4. Add a Slide Using a Layout

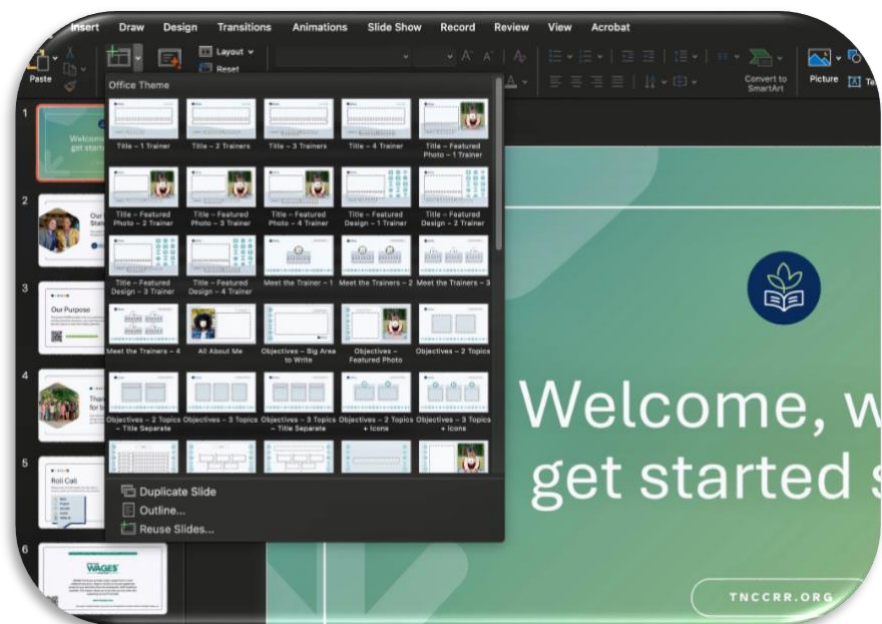
A layout is a ready-made slide. It tells PowerPoint where the title, text, photos, and other items belong.

1. Go to the Home tab at the top of PowerPoint.
2. Click the small arrow next to New Slide.
3. Look through the layout choices.
4. Click the layout that matches the job of your next slide.
5. Click inside each placeholder and replace the sample content.

The golden rule: Choose the layout first. Then add your content. Do not build a new layout by dragging random text boxes and shapes onto a blank slide.

See all available slide options

1. Select the Home tab at the top of PowerPoint.
2. Find New Slide in the Slides group.
3. Click the small arrow beside or underneath New Slide.
4. Review the complete gallery of available layouts.
5. Select the layout that matches the job of your slide.



Important: Do not click only the main New Slide button. PowerPoint may automatically add the last layout you used. Click the arrow to see and choose from all available slide options.

5. Pick the Right Layout

Ask yourself: "What is this slide supposed to do?" Then choose the matching layout family.

Click the arrow beside **New Slide** to view the complete layout gallery. Choose the layout that already provides the number of text areas, photos, icons, or other elements you need.

Do not select a layout and then force more content into it than it was designed to hold.

Note: The exact layout names vary slightly among Traditional, Savvy, and Colorful. Focus on the purpose and preview of the layout.

Available Slide Options

The exact layout names and designs vary by template. Use the preview images in the New Slide gallery and choose the layout based on what the slide needs to do.

Choose the layout based on the amount and type of content you have. Do not select a layout and then force more content into it than it was designed to hold.

Layout family	Layouts included
Title Slides	Standard Title, Featured Photo, and Featured Design options for 1–4 trainers
Trainer Introduction Slides	Meet the Trainer(s) and All About Me
Objectives Slides	Open writing area, Featured Photo, 2–3 Topics, Titles, and Icons
Agenda and Timeline Slides	Agenda, Timeline, and Timeline with Custom Title
Content Slides	Titles, text, examples, icons, photos, QR codes, and subtitles
Statistics and Quote Slides	Statistics and Quote
Activity Slides	Compare: VS Choose: This or That True or False
Media Slides	Vertical photos, horizontal photos, multiple photos, and video
Closing Slides	Closing and Thank You layouts for 1-3 trainers

What each template provides

Template	Available options at a glance
Traditional	The broadest classic set: title options for 1–4 trainers, trainer introductions, objectives, content, comparisons, examples, photos, video, and closing slides.
Savvy	A streamlined modern set: clean title and trainer options, objectives, focused content, examples, phases, limited photo layouts, and one consistent closing style.
Colorful	An energetic set: title options for 1–4 trainers, trainer introductions, objectives, activities, comparisons, quotes, content, photos, video, and closing slides.

6. Replace Text Without Breaking the Design

Click inside the existing placeholder and type. The template will handle most formatting for you.

Easy text rules:

- Use a short, specific title that tells people what the slide is about.
- Aim for no more than 3–5 bullets on most slides.
- Write phrases instead of full paragraphs.
- Put explanations, examples, and reminders in Speaker Notes.
- If the slide feels crowded, split it into two slides.
- Never make the font tiny just to force more words onto one slide.

Easy-to-read slide

One main idea
3–5 short bullets
Keywords and phrases
Details spoken aloud

Hard-to-read slide

Several paragraphs
Tiny text
Every detail on screen
A script copied onto the slide

When your text does not fit

When content extends beyond a provided text placeholder, PowerPoint may prompt you to resolve the overflow.

1. Select AutoFit Text to Placeholder.
2. Check that all text stays inside the placeholder and remains easy to read.
3. If the text still does not fit, shorten the content or divide it between two slides.
4. If needed, adjust the font size—but never make it smaller than 24 pt.

Professional Development requirement: No presentation text may be smaller than 24 pt. If the content does not fit at 24 pt, there is too much content for that slide.

Use this order: AutoFit → shorten the content → divide it into two slides → adjust the font, but never below 24 pt.

7. Add or Replace a Photo

Use the picture placeholder when the layout includes one.

1. Click the picture icon inside the photo placeholder.
2. Choose your approved photo.
3. Select Insert.
4. Check the crop. Make sure faces and important details are visible.
5. Add alternative text so people using screen readers know what the image shows.

To adjust the crop

Select the photo, choose Picture Format > Crop, then move the photo inside the shape. Do not stretch the photo wider or taller; stretched photos look distorted.

Choose photos that are:

- Clear and high quality
- Relevant to the training topic
- Appropriate for the audience
- Approved for CCR&R use
- Inclusive and respectful

8. Use Icons, Videos, Links, and Activities

These tools should help people learn—not just make the slide look busy.

Icons

- Use icons already included in the template icon library.
- Choose an icon that clearly matches the idea.
- Keep icon style and color consistent on the same slide.
- Do not decorate every empty space with an icon.

Paste icons into placeholders:

1. Copy the approved icon.
2. Click inside the picture placeholder where the icon belongs.
3. Paste the icon from clipboard.
4. If PowerPoint shows the paste options, select Use Destination Theme.

Choose “Use Destination Theme.” This keeps the icon inside the designed placeholder. Do not choose “Paste as Picture” if prompted; that option may remove the icon from the placeholder and place it elsewhere on the slide.

Videos

- Use the Video layout when available.
- Test the video and sound in the room before participants arrive.
- Keep a backup link in Speaker Notes.
- If internet access is required, confirm it before the training.

Links and QR codes

- Use descriptive words, such as “Download the Safe Sleep Guide,” instead of “click here.”
- Test every link and QR code before presenting.
- Do not resize a QR code so small that phones cannot scan it.
- Keep the full link in Speaker Notes as a backup.

Activity slides

Use True or False, VS, OR, examples, or other interactive layouts when participants need to respond, compare, discuss, practice, or reflect. Give one clear instruction and explain aloud what participants should do.

8. Use Speaker Notes

Speaker Notes are for you. Slides are for the audience.

Put these in Speaker Notes:

- Your full explanation or talking points
- Examples and stories you plan to share
- Activity instructions and timing
- Answers to likely questions
- Source links, citations, and backup links
- Reminders to pause, ask a question, or play a video

How to add notes:

1. Select the slide.
2. Click Notes at the bottom of the PowerPoint window.
3. Click where it says “Click to add notes.”
4. Type your notes.

9. Save, Share, and Present

Finish the file carefully so it works for the next person too.

Save the working file

- Save as PowerPoint Presentation (.pptx).
- Use a clear file name with the training title and date.
- Save in your approved team location—not only on your desktop.

Before sharing

- Remove comments, unfinished notes, and unused slides.
- Confirm that participant-facing information is current.
- Check that links, QR codes, audio, and videos work.
- If another trainer will present, have them open and test the file.
- Ask Marketing or your supervisor to review major design or branding changes.

Frequently Asked Questions

Can I change the colors or fonts?

No. Use the approved colors and fonts already built into the template. Contact Marketing if you have a special need.

Can I mix slides from Traditional, Savvy, and Colorful?

No. Choose one template for the entire presentation.

Can I use a blank slide?

Use an existing layout whenever possible. A blank slide should be rare and may require Marketing guidance.

What if none of the layouts fit?

Choose the closest layout and simplify the content. If the slide still does not work, contact Marketing instead of rebuilding the design.

Can I add a new logo?

Only use approved logos. Ask Marketing before adding partner, sponsor, or event logos.

Can I delete the required slides?

No, unless program leadership or Marketing has confirmed it is not required for that presentation.

Quick Start: One-Page Cheat Sheet

Keep this page open while you build your presentation.

1. Choose Traditional, Savvy, or Colorful.

2. Open the .potx file.

3. Please ensure your PowerPoint Designer is turned off.

PowerPoint Designer may suggest layouts that do not follow the approved CCR&R templates.

Before creating your presentation:

1. Select **File > Options**.
2. Select **General**.
3. Find the PowerPoint Designer settings.
4. Turn off **Automatically show me design ideas**.

Do not use PowerPoint's suggested Designer layouts in a CCR&R presentation.

4. Save your new .pptx copy immediately.

5. Use Home > New Slide to choose a built-in layout.

6. Replace placeholder text, photos, and icons.

7. Keep each slide focused on one main idea.

8. Move extra details and sources into Speaker Notes.

9. Use approved photos and add alternative text.

10. Include required organizational and closing slides.

11. Test links, QR codes, audio, and videos.

12. Complete the final checklist and save in the approved team location.

- Click the arrow beside New Slide to see all available layout options.
- If text overflows, choose AutoFit Text to Placeholder, then shorten or split the content if needed.
- Keep every font at 24 pt or larger.
- When pasting an icon into a picture placeholder, select Use Destination Theme.

The three easiest mistakes to avoid

- Do not edit or save over the .potx file.
- Do not copy several paragraphs onto one slide.
- Do not rebuild layouts with random text boxes, shapes, colors, or fonts.