# USING THE NEW UAB MEDICINE POWERPOINT DESIGNS

The new PowerPoint templates have a simple and clean visual identity that reflects our stature as a premier academic medical center. Professional, consistent design and communications reinforce the UAB Medicine brand as a modern, innovative, and engaged organization.

Your presentation slides and content, like your clothing and speech, leave an impression.

## WHY USE THE NEW DESIGN?

The new PowerPoints have a simple and elegant visual identity that reflects our stature as a premier academic medical center. Professional, compelling design and communications reinforce positive expectations of the medical center, and a consistent look and feel builds recognition.

## WHICH VERSION?

Light and dark versions are available in both widescreen and standard size ratios.

Use the Dark PPT if you will be presenting in a very dark room or need to highlight radiographs or imaging. Use the Light PPT in a room with lit, lightly dimmed or regular office lighting like in a conference room.

NOTE: If you use high-resolution images in your presentation, you should check your settings before creating a presentation to ensure your images aren't automatically compressed, which can cause them to appear blurry. (See page 4 for instructions.)

## CREATING A NEW PRESENTATION (preferred, best result)

The easiest way to get started is to download the appropriate PowerPoint (.pptx) file from the UAB Medicine Brand website. By default, they include several slides - one of each type of template slide/layout available. It's easy to just use those slides and duplicate or delete slides as necessary.

There are various formats (slides with text, charts, tables, images, map, etc.) to choose from. If you want to add slides, just right-click on the slide format you want to copy and choose "duplicate." To delete a slide, right-click on the slide and choose "delete."

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## Changing the Footer

Change the name of your department, unit, division, etc. in the footer across all slides at once.
- Choose a slide that shows the default footer (usually any slide except the title slide)
- Click on INSERT in the top menu then click on HEADER & FOOTER
- Replace the default footer text with your new text
- Click "Apply to All"

## CONVERTING AN OLD PRESENTATION

**If your presentation has a lot of custom content** (added text boxes, multiple charts and images per page, animations, transitions, and sound, for example) the conversion may be complicated. It may be easier recreating the presentation in the new format.

Other options:
- Copy and paste content from each of the slides into slides in the new version, choosing "use destination theme" when pasting
- Copy and paste entire pages/slides choosing "use destination theme" and then right-clicking on the new slide and choosing "Reset slide."
- Try the step-by-step below to see how well it converts and fix pieces as needed

**If your old presentation was relatively simple and generally followed the template and default page layouts, use this step-by-step:**

- Select and download the correct PowerPoint TEMPLATE (.POTX file) from the Brand website. Be sure to save the PowerPoint template file to your computer.
- Open that template by double clicking on it. Once open, DO NOT click on the "New Slide" icon! Instead, click below the button on the small arrow next to the text label reading "New Slide."
- You will then see a thumbnail image of all of the slides available in the template; at the very bottom, select "Reuse Slides."
- A Reuse Slides box will open on the right of your main PowerPoint screen.
- In the Reuse Slides box, click the "Browse" button and then select "Browse File."
- Locate the older PowerPoint presentation to be converted and click the "Open" button. A thumbnail image of all of your original slides will appear in the Reuse Slides box.
- Right-click on any one of the original (old) slide thumbnails and select "Insert All Slides" or choose them individually.
- Your original slides will be updated appearing as new slide pages in the new PowerPoint presentation template.

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- Most standard text slides will convert automatically to the new format unless they were improperly formatted in their previous template or were originally in a different size. More complex slides will need adjustments to follow the new format. Use the "Layout" button to select a different slide layout for individual slides.
- Save and name your new PowerPoint presentation. (Name it something different just in case you want to refer to your old one.)

## BEST PRACTICES

### Developing your presentation

- Plan your presentation using an outline format. This helps you see the "flow" of the information. Like a written story, there should be a beginning, middle, and end, not just a bunch of information randomly put onto slides.
- Summarize the main points at the end of your presentation in a "Summary" or "Key Takeaways" slide.

### Keep the focus

- Animations distract from the content. (Squirrel!)
- Presentations are much more engaging, memorable, and successful when the speaker has the attention, not the words on the screen. Try not to read from the slide.
- Brevity is better. Keep it short and to the point.
- Do not use acronyms, abbreviations, or specialized lingo. Your audience may not know what they mean.
- Cheap/free clip art may look amateurish or unprofessional; quality artwork or photography is preferred.

### Slide titles and text

- Keep page titles short, clear, and specific
- Use Bold, Underlining, and Italics sparingly – best used for emphasis only

### Spelling and Grammar

Errors, typos, and poor grammar can impact your credibility. Check your accuracy by going to Tools > Spelling on the menu or click the Spelling and Grammar icon.

### Resizing a Picture or Logo

When using PowerPoint, be sure to hold down the Shift key on your keyboard and then click and drag on the corner points of the picture box to resize. This will keep the proportions of the logo accurate, so it doesn't look skewed or squished.

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Low resolution images will become fuzzy or pixelated if enlarged. Be sure to use high-resolution logos and higher quality images.

## *** Blurry Images? ***

Depending on your operating system, browser, and version of PowerPoint you may have presets that cause your images to be compressed upon saving your presentation. If you are having this issue, you will have to change your PowerPoint settings and re-insert your image files.

**Quick fix:**
Go to FILE > OPTIONS > ADVANCED and check the box that says
"Do Not Compress Images in File"

**Advanced fix:**
Click "File," then "Options," and then "Advanced" to view the "Image Size and Quality" settings.

A text box next to the words "Image Size and Quality" displays the name of the current presentation.

Click the arrow next to that text box and select another presentation if you have multiple presentations open. Disable automatic image compression for the presentation that you selected by placing a check mark in the "Do Not Compress Images in File" check box. Microsoft cautions that your file sizes may become very large if you disable image compression.

Examples of available slide options (available in light and dark versions)

Title + Text + Chart                          Quotation + Author/Attribution