

Orientation Presentation Template User Guide

Purpose: *The User Guide serves as a comprehensive resource for individuals utilizing the approved presentation slides to craft their presentations. By following this guide, users will know the presentation standards that ensure a consistent and professional appearance across all presentations. Consistency is paramount as it not only reinforces our brand identity but also facilitates clear communication of ideas. This guide aims to empower users with the knowledge and tools needed to create impactful presentations that align with our organization's visual identity and messaging objectives.*

NOTE: *The screenshots and steps in usage are through Microsoft PowerPoint desktop version, not the web version.*

Template Overview:

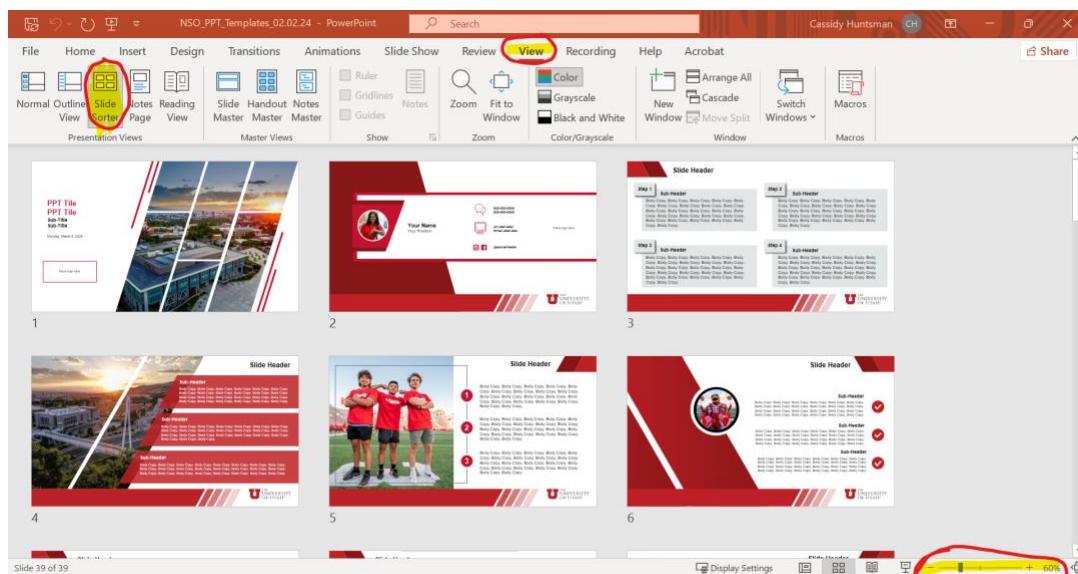
	The orientation approved template is brand centric and modern with headers, sub headers, body text, images, graphs, and doodles and icons.
	There’s plenty of elements to make user’s finished presentations unique and engaging.
	We encourage users to use as much or as little of the elements as they desire. The template has 40 slides for available use.

How to Use the Template:

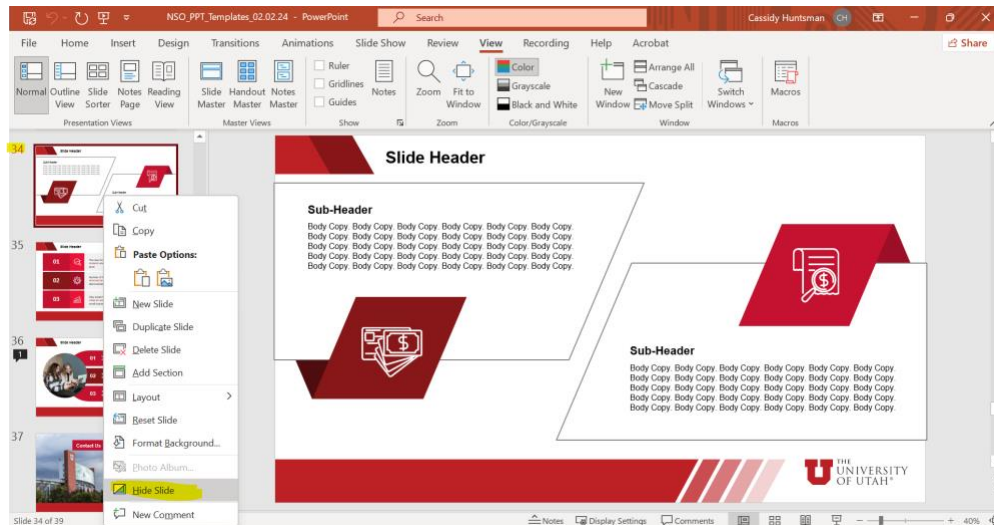
Access the template by downloading through uBox or the Campus Partner Updates internal website.

The orientation approved presentation template is intended for Microsoft PowerPoint only. When a user downloads the template, please keep all elements and final presentation in Microsoft PowerPoint; do not try to recreate or move elements into another presentation software or platform.

After download, determine which slides are relevant to the purpose of the user's presentation. One way to easily see multiple slides at once is changing the view to "Slide Sorter": View > Slide Sorter > minimize Zoom level.



We recommend you choose elements that compliment the goal of your presentation and can enhance the content that is placed within. Please notice the comments on the right-hand side on certain slides for help on using specific slides. Also, we recommend hiding slides you plan on not using rather than deleting just incase you determine you do want to use them later. To hide a slide, right click on the slide you want to hide > scroll to "Hide Slide".



To unhide, right click the slide again and navigate to “Hide Slide” again. Please know that once a slide is hidden it will still appear in the slide order, but will not be shown in a full presentation mode.

Design Guidelines

Title slide = slide 1

Staff introduction slide = slide 2

Typical content slides = slides 3 – 6, 9 – 12, 14 – 19, 21 – 31, 34

Graph content slide = slide 13

Timeline content slides = slides 7, 8, & 20

Ordered list content slides = slide 3, 5, 6, 9, 15, 26-27, 29-30, 32-33, 35-36

Contact Us slide = slide 37

Question and Answer slide = slide 38

Thank You slide = slide 39

Doodles and icons = slide 40

Font = Ariel

Recommended word count = depending on the slide layout, 6-8 lines per slide, no more than 30 words per slide

Colors = refrain from changing colors on the slides, including graphics, font, headers, and footers.

Images = images and photos need to be clear, relevant, preferably not stock, preferably .jpg file format. To change an image on the slide, right click the image and select “Change Picture”. Images of the university can be accessed through brand.utah.edu

Content Guidelines:

When adding presentation content please keep the information on the slide clear and concise. Remember, the presentation is an aid to the topic, not the driving force. A typical outline for a presentation can be:

1. Introduction detailing the purpose/objective and structure of the presentation
2. Body covering the main points
3. Conclusion summarizing and highlighting the significance of the presentation

Do’s and Don’ts

Do

1. Customize the template to fit needs while staying within the recommended guidelines
2. Update images and graphics to appeal to large range of audiences
3. Utilize multiple slides for visual appeal
4. Keep content clear and concise on the slides
5. Add a contact slide at the beginning and end of the presentation

Don’t

1. Change the graphic or font colors on any slide
2. Change the font typeface
3. Change the layout of the slides
4. Add pixelated images, graphics, or pictures
5. Move or copy elements to other presentation platforms or software
6. Forget to make it “U” 😊

Customization options

We encourage creativity and customization of the slides to highlight your area’s expertise. If you have questions please reach out to the Office of Orientation and Transition at orientation@utah.edu