

## Download the Template

1. Use the provided link to download the PowerPoint template:

[https://www.uscap.org/public/documents/2019-Annual-Meeting/AM2019\\_Faculty\\_PowerPoint\\_Template.pptx](https://www.uscap.org/public/documents/2019-Annual-Meeting/AM2019_Faculty_PowerPoint_Template.pptx)

2. Save the template to your desktop

3. Open the PowerPoint file to begin working on your presentation

## Using the Template

USCAP provides presenters with PowerPoint templates to help facilitate in creating an attractive and dynamic presentation for the 2019 Annual Meeting.

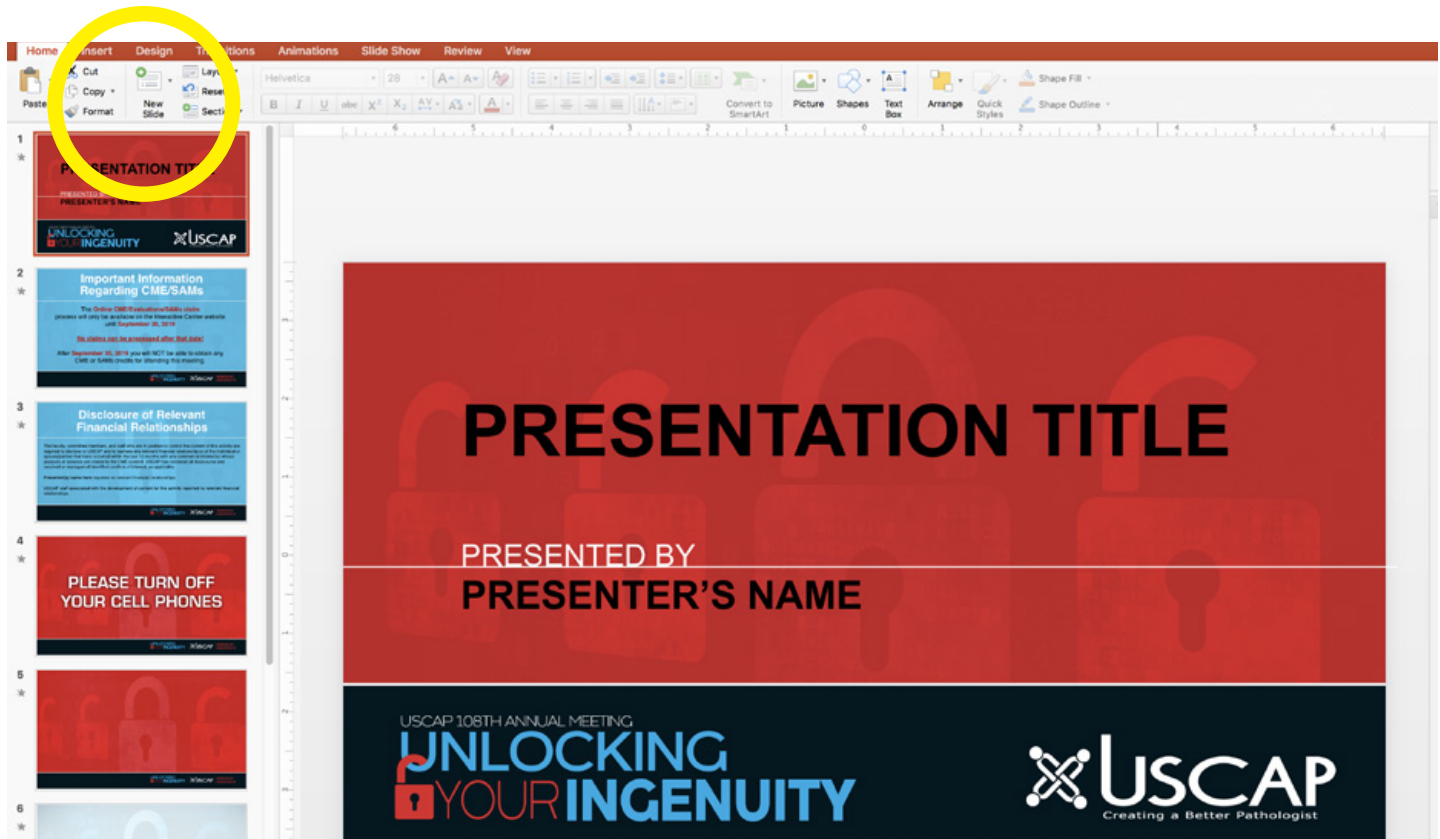
All presentations must include the USCAP branded introductory slides, at a minimum. It is important that you use the template in the provided 16:9 format. DO NOT change the template to the 4:3 ratio. Please refer to the following guidelines when using the USCAP branded PowerPoint template.

## Building a New Presentation

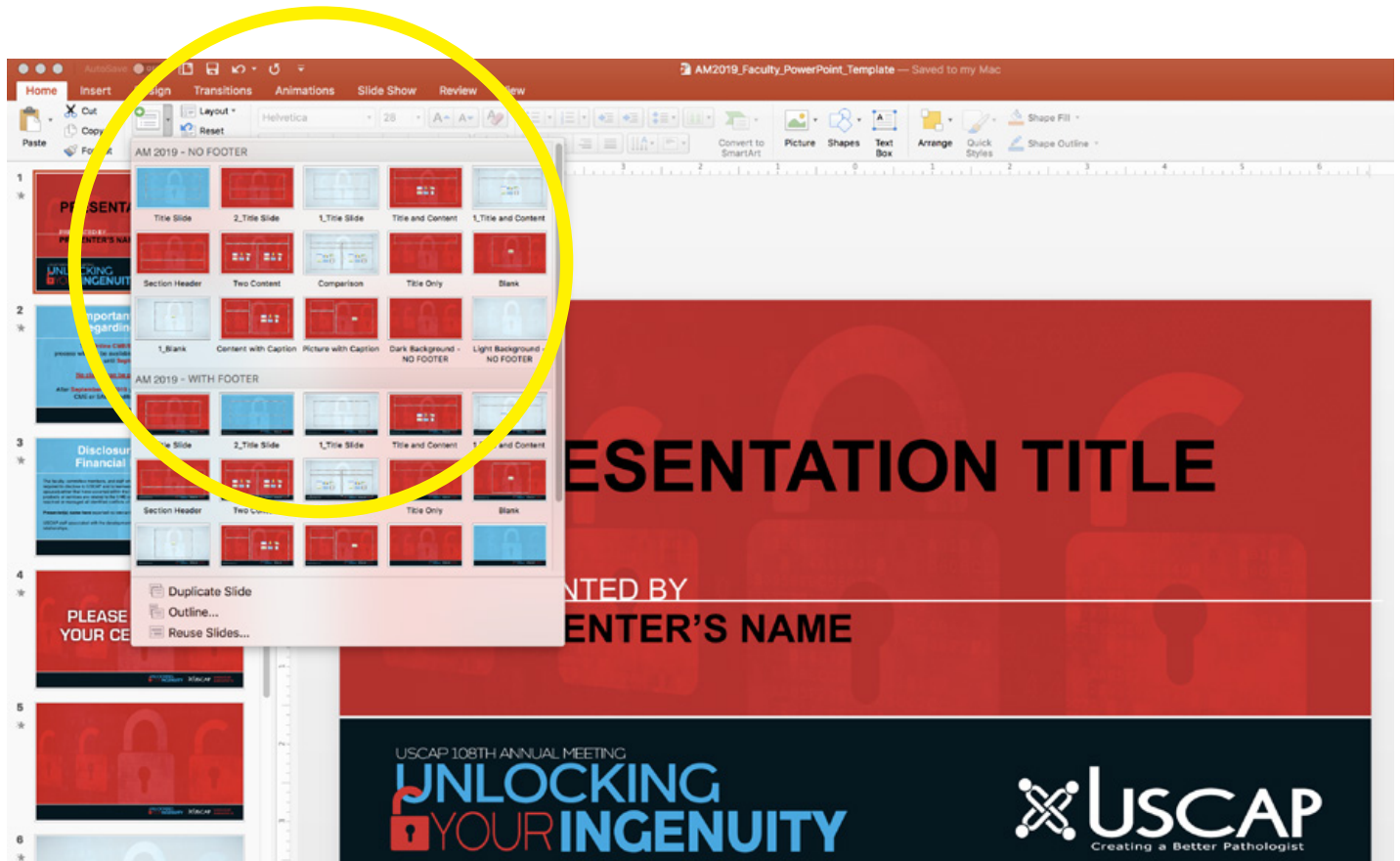
When building a new presentation using the PowerPoint template, follow the instructions below.

### Adding a New Slide

When adding a new slide to your presentation, be sure to use **ONLY** the **NEW SLIDE** button within the Master slide drop-down menu.



Clicking this option will bring up a thumbnail view of all the specific slides created for your presentation. Select the slide that is appropriate for your content, whether it is a Title slide, content with bullet points or a simple photo - thumbnails are named accordingly.



## Fonts

A single font has been established for use within the template. This font is Arial. If you choose to use another font, USCAP urges the use of only sans-serif fonts (such as Helvetica) to maintain not only continuity, but readability as well.

## Colors

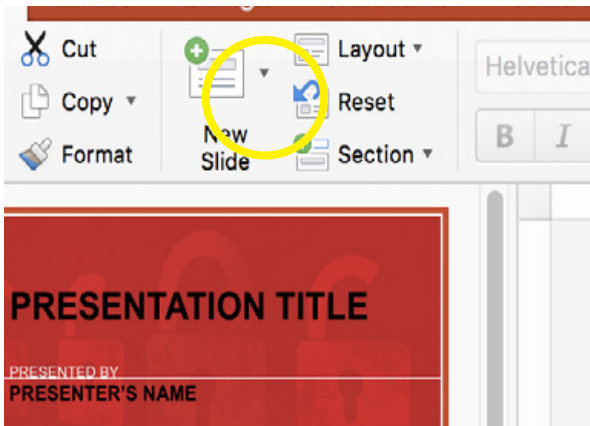
It is best to use colors that are within the template design. If you choose colors to highlight examples or text, be sure to choose a color that is readable and use that color consistently throughout your presentation for continuity.

## How to Convert Your Old PowerPoint Presentation to the New Format

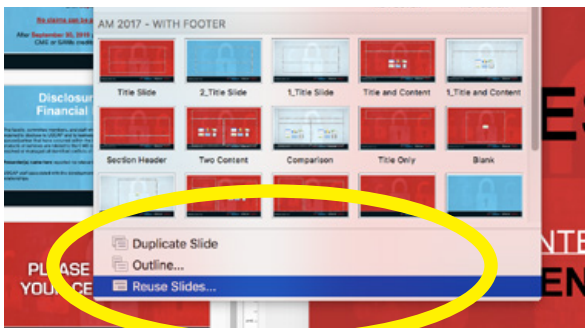
Should you choose to put an old PowerPoint into the 2019 Annual Meeting Template, follow the instructions below. Please note, this will reformat all of your slides and will require some additional editing.

All presentations must include the USCAP branded introductory slides, at a minimum.

Download the PowerPoint template from the provided link and be sure to save the PowerPoint template file to your computer's desktop.



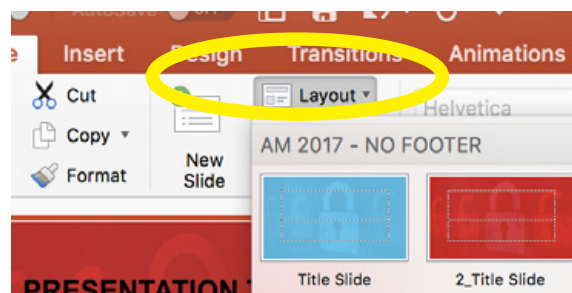
Open the template by double clicking on it from your desktop. Once open, DON'T click on the "New Slide" icon to add new slides, but Instead, click on the **small arrow** next to the text label reading "New Slide."



You will then see a thumbnail image of all of the slide masters available in the template; at the very bottom, select "**Reuse Slides.**"

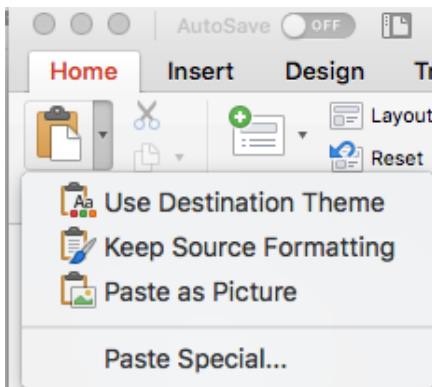
A **Reuse Slides** box will open, click the "**Browse**" button and then select "**Browse File.**" Locate your older PowerPoint presentation to be converted and click the "**OK/OPEN**" button.

Your original slides will then be inserted into the USCAP template.



Most standard text slides will convert automatically to the new format. More complex slides may need minor adjustments to follow the new format.

Use the "**Layout**" button to select a different slide master for individual slides.



### Insert Title and Info slides

Use the **COPY** function and copy the Intro Slides (title slide, CME/SAMs and disclosures) from the AM Template.

In your original presentation, select where you would like the slides.

Select the down arrow next or below the **PASTE** option and select *Keep Source Formatting.*

Save and name your new PowerPoint presentation.