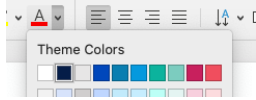# Smith 2020 PowerPoint Template Tips
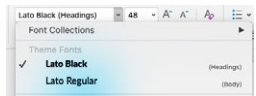
Slide Masters

There are two sets of Slide Masters, for white or Smith blue backgrounds.

Smith Colour Palette
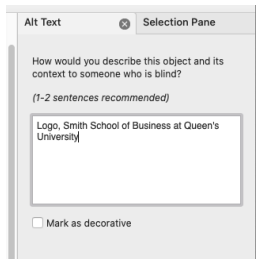

Theme Colours are based on the guidelines found on our resources page: **smithqueens.com/resources/colours.php**
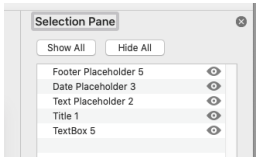
Smith Fonts

Lato Black for headings and Lato Regular for body text. Some layout examples also use variations of this font. The majority of Smith computers have this font installed. If you need to install this font, contact IT support *(smithsupport@queensu.ca)*.

Accessibility

To meet AODA-AA 2021 accessibility requirements, be sure to use Alt Text to describe objects and content (right-click on objects to select Alt Text). Ensure that every page has a Title. Some slide layouts have a Title placeholder just above the slide for this purpose.

Reading order is also important to meet accessibility requirements. Use the Selection Pane (Home>Arrange>Selection Pane) to move elements up or down to ensure proper reading order (counter-intuitively, from bottom up).

TIP: Press 'tab' to cycle through elements in your slide to check the reading order.

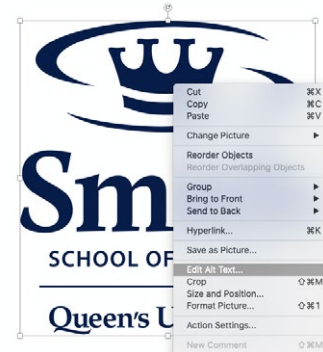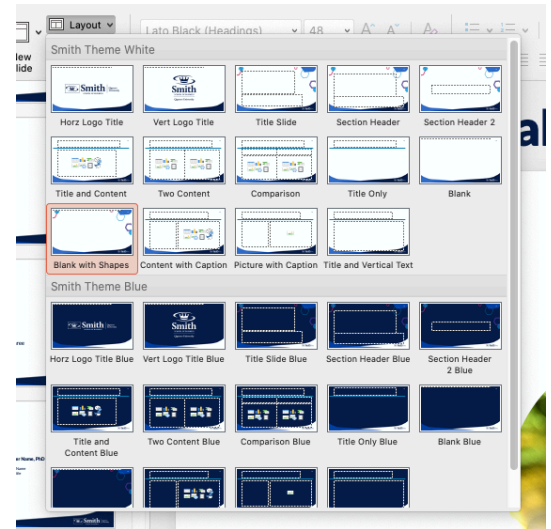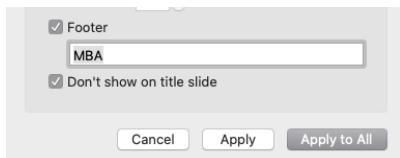## Applying the theme to an existing PowerPoint presentation

Under the Design tab, you can extend 'more' options (click the small arrow button) then **Browse for Themes** to choose the updated themed Smith PowerPoint template to apply it to your existing presentation. This won't automatically style your presentation perfectly but allows for the updating of your slides using Slide Master layouts.
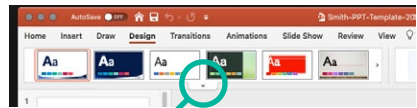
Sample Slides

The template includes sample layouts and examples of Slide Master usage. Add and Delete slides as needed. *TIP: Replacing presenter and testimonial photos is easier with a square photo.*
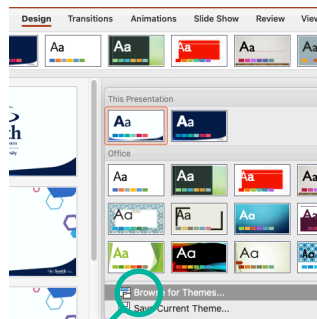
Footer option

Using the Footer option, (Insert> Header & Footer) you can add a short program code beside the page numbers in the upper right corner. *(Max. 6-8 characters to ensure readability)*

PC: Click this button to access more options.

Mac: Hover over the themes to access the more options button.

Click to to **Browse for Themes**