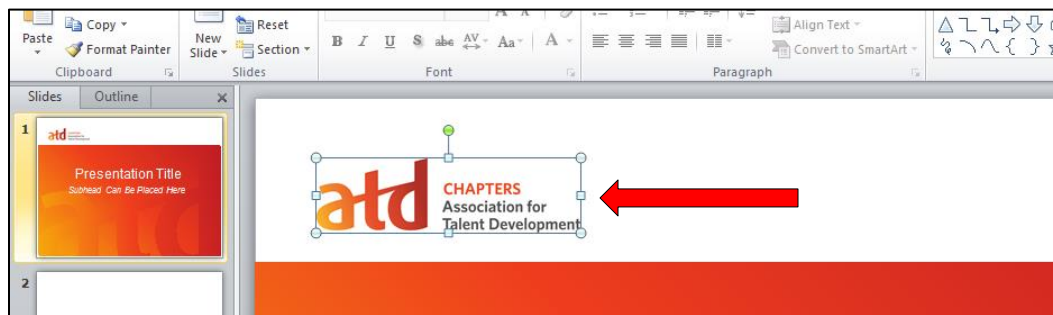
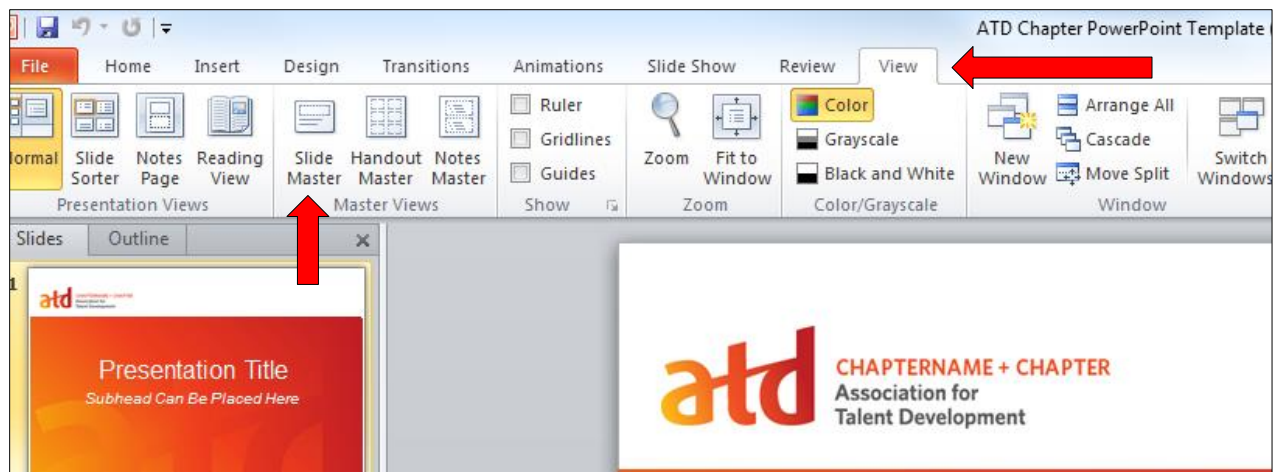


JOB AID: CUSTOMIZING THE ATD POWERPOINT TEMPLATE

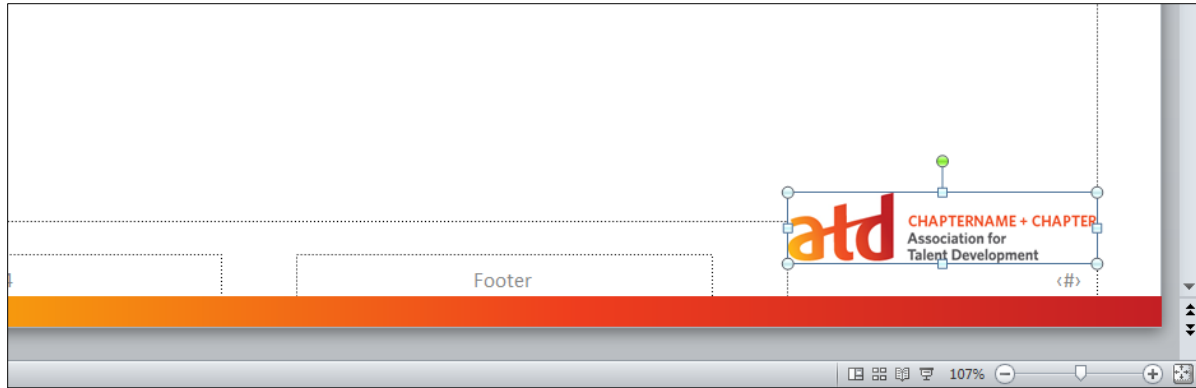
1. Download the PowerPoint template from the [Chapter Branding Hub](#) located under “**Chapter Templates.**”
2. After the file opens, select the “**Enable Editing**” button to begin making changes.
3. Select the title slide. Right click on the ATD Chaptername + chapter logo and select “**change picture.**” Browse your computer for your chapter’s logo. Select the image file to insert it into the PowerPoint template.



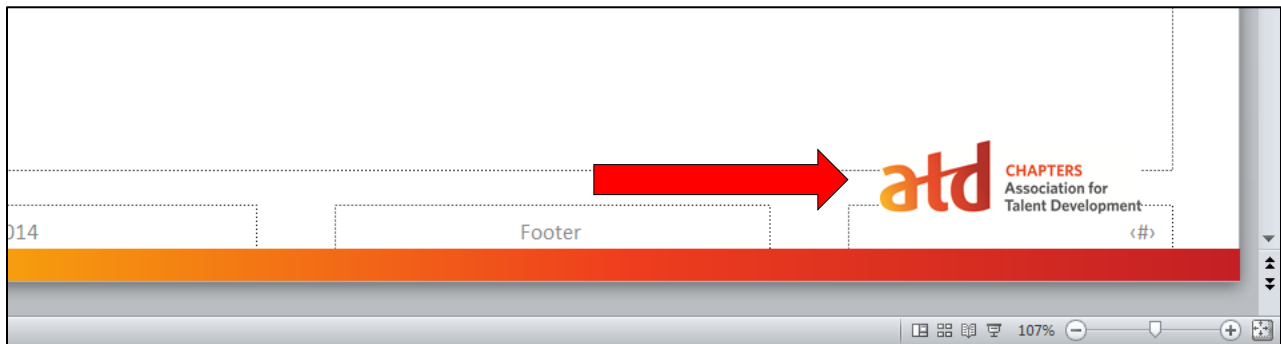
4. To modify the logo on the second slide, change the view setting by selecting the “**View**” option on the toolbar and selecting the icon labeled “**Slide Master.**” Switching to the Slide Master view will expand the PowerPoint template into multiple slides.



4. Click on the ATD Chaptername + Chapter logo on the bottom right of the screen to select the image. Right click and select the option to “change picture.”



5. Browse your computer for your chapter’s logo. Select the image file to insert it into the PowerPoint template.



6. Close the Slide Master view to return to the normal PowerPoint view setting. Save the template to your computer and upload to any shared drives used by your chapter for future use by your chapter’s board members.

