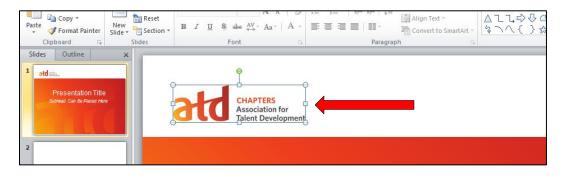
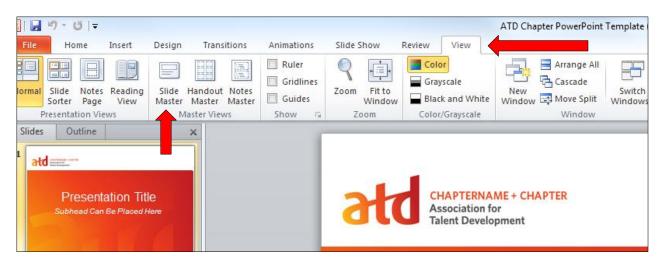


JOB AID: CUSTOMIZING THE ATD POWERPOINT TEMPLATE

- 1. Download the PowerPoint template from the <u>Chapter Branding Hub</u> located under "Chapter Templates."
- 2. After the file opens, select the "Enable Editing" button to begin making changes.
- 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.

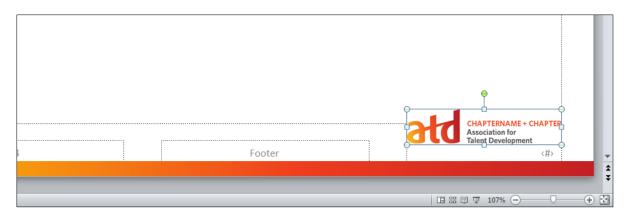


4. To modify the logo on the second slide, change the view setting by selecting the "**View**" option on the toolbar and selecting the icon labeled "**Slide Master**." Switching to the Slide Master view will expand the PowerPoint template into multiple slides.

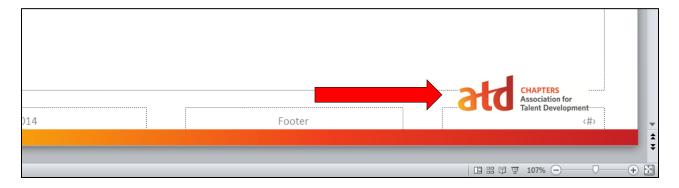




4. Click on the ATD Chaptername + Chapter logo on the bottom right of the screen to select the image. Right click and select the option to "change picture."



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.

P 🚽 🤊 - ೮ =	ATD Chapter PowerPoint Template (5) - Microsoft PowerPoint					
File Slide Master Home Insert Transitions Animations Review View						
Delete	Title	Aa Colors *	lackground Styles 🕶			
Insert Slide Insert Master Layout Preserve	Master Insert Footers Layout Placeholder -	Themes 🖉 Effects 🔻	Hide Background Graphics	Page Slide Setup Orientation ▼	Close Master View	
Edit Master	Master Layout	Edit Theme	Background 🕞	Page Setup	Close	
1 Click to edit Master title style Click to editivate tot gyles Click to editivate tot gyles Click to editivate tot gyles						