

FAA Branding: How to Use FAA PowerPoint Templates How to Modify the Template Slide Master



By

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Introduction

In early 2010, a technician at the FAA's Eastern Region HQ, gave me three FAA PowerPoint templates:

- FAA_slide_template_bluecover_whitebackground.pptx
 - This is the template that I use for my FAA Safety Seminars. It uses a white background on each of the slides in the body of the presentation. It is available at the link below.
 - <u>http://williamjdoylejr.net/FAAST/FAA_Template/FAA_slide_template_bluecover_white</u> <u>background.ppt</u>
 - This template will be the model used for modification of the slide master.
- FAA_slide_template_bluecover_bluebackground.pptx
 - This template uses a blue background on each of the slides in the body of the presentation. It is available at the link below.
 - http://williamjdoylejr.net/FAAST/FAA_Template/FAA_slide_template_bluecover_blueb ackground.ppt
 - Printing a presentation built from this template will consume a great deal of ink or toner.
- FAA_slide_template_blackandwhite.pptx
 - This template uses a white background with black and blue text on all of the slides in the presentation. It is available at the link below.
 - http://williamjdoylejr.net/FAAST/FAA_Template/FAA_slide_template_blackandwhite.p pt

FAA_slide_template_bluecover_whitebackground.pptx – Presentation Overview

This template uses a blue cover or title slide. The slides in the body of the presentation use a white background.



FAA_slide_template_bluecover_bluebackground.pptx - Presentation Overview

This template uses a blue cover or title slide. The slides in the body of the presentation use a blue background.



FAA_slide_template_blackandwhite - Presentation Overview

This template uses a blue cover or title slide. The slides in the body of the presentation use a blue background.

1 CTitle> Intervention <bub title=""> *Sub Title> ***</bub>	<slide title=""></slide>		
2 <bilde title=""></bilde>	Click to add text		
	<presentation change="" master="" on="" slide="" title="" –=""> <date change="" master="" of="" on="" presentation="" slide="" –=""></date></presentation>	Federal Aviation Administration	2

FAA_slide_template_bluecover_whitebackground.pptx - Slide Master

- Click the menu name View.
- Click Slide Master.
- This will take you into the Slide Master.
- Any changes you make here will apply to the eleven (11) subordinate or related slide layouts shown below the Slide Master.



The image below is a footer to the Slide Master. It contains the following:

- Presentation Title change to reflect a short title for your presentation, e.g. "FAA Branding by Bill Doyle, CFI A&I, PHL FSDO FAAST Rep." You should change it each time you use the template to build a presentation.
- Presentation Date suggest using the fiscal year instead of the specific date for each presentation, e.g. "FY 2015 - 2016."
- Inserted Page Number does not change.



The image below reflects the changes made to the Slide Master.

Selecting Times New Roman did not automatically carry to the "footer."

- Presentation Title needed to be changed from Arial to Times New Roman.
- Presentation Date needed to be changed from Arial to Times New Roman.



Click on the Slide Layout for the Title Slide

- Title and Subtitle use Times New Roman font from the Slide Master
- Following items need to be changed from Arial to Times New Roman
 - Presented to:
 - o By:
 - o Date:



There is a duplicate page number inserted on the ten (10) Slide Layouts following the Title Slide Layout. This problem does not exist in the other two templates.

- Highlight this as indicated below
- Press the Delete key

Select to edit master title	Click to edit Master title style
<image/>	 • Click to edit Master text styles - Second level • Third level • Fourth level • Fifth level • Fifth level • Fifth level • Eige in the second of the secon
Click to edit Master title style	FAA Branding by Bill Doyle, CETA&I, PHL FSDO FAAST Rep. F1 2013 - 2016

When done, click the "Close Master View" button.



Click the menu name "File," then click on "Save As."

- Suggest appending your initials to the original file name as shown below.
 - o FAA_slide_template_bluecover_whitebackground_WJD.pptx

Finalizing the Title Slide

Consider the example below:

- <Title> Something catchy like "Don't Get LOC-ed Out!"
- <Sub Title> Something serious like "How to Recognize and Avoid Loss of Control"
- Presented to: FAA Safety Seminar Attendees
- By: Your Name, FAA CFI certificate (if held), PHL FSDO FAAST Rep
- Date: FY 2015 2016



How to Import Slides from "Un-branded" Presentations

Display your template in Slide Sorter mode.

- Click the menu name "View."
- Click the "Slide Sorter" button.

FILE	HOME	INSERT	DESIGN	TRANSIT	IONS	ANIMATIONS	S SLI	DE SHOV	/ REVI	IEW VIEW	AD	D-INS	ACROBAT		
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F	Presentation	Views		Master Viev	NS	Show	E.	Z	oom	Color/Grays	ale		Window		Macros
< Title> <sub td="" title<=""><td>-</td><td></td><td><slide td="" tr<=""><td>le></td><td></td><td>]</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></slide></td></sub>	-		<slide td="" tr<=""><td>le></td><td></td><td>]</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></slide>	le>]									
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Open your "un-branded" presentation.

Display your "un-branded" presentation in Slide Sorter mode.

- Click the menu name "View."
- Click the "Slide Sorter" button.
- Select slides 2 through 14
- Press Ctrl/c to copy the selected slides



Switch to your template

- Click after slide #2 to put the insertion point there
- Press Ctrl/v to paste the copied slides

FILE HOME INSERT DES	IGN TRANSITIONS	ANIMATIONS SLI	DE SHOW REVI	IEW VIEW AD	D-INS ACROBAT	
Normal Outline Slide Notes Reading Page View	Slide Handout Notes Master Master Master	Ruler Gridlines Notes	Zoom Fit to Window	Color Grayscale Black and White	New Window	Switch Windows •
Presentation Views	Master Views	Show 🕞	Zoom	Color/Grayscale	Window	Macros
CTitle> (() Numerican Such Title> Long Sold and annumbers be regarded 1 2 2	<slide title=""></slide>			lick to put the in point after slid	nsertion de #2	

After pasting the slides from your "un-branded" presentation, your template should look something like the image below.

- Review each of your pasted slides for alignment of images and footnotes.
- "Tweak" as necessary.



Click the menu name "File," then click on "Save As."

• Save under a new name that is appropriate to the presentation you are building.

Reference Materials

- FAA Branding Tutorial
 - o <u>http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_Branding_A_How_To.pdf</u>
- FAA Model Template
 - o <u>http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_slide_template_bluecover_whitebackground.ppt</u>
- FAA Model Template Updated in Tutorial
 - o <u>http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_slide_template_bluecover_whitebackground_WJD.ppt</u>
- "Un-branded" PowerPoint for use in Tutorial
 - <u>http://williamjdoylejr.net/FAAST/FAA_Branding/Doyle_Pinch_Hitters_Right_Stuff_for_the_Right_Seat.ppt</u>
- "Branded" PowerPoint created in Tutorial
 - o http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_Branding_Example.ppt