



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



By

**William J. Doyle, Jr., CFI A&I, AGI, IGI
PHL FSDO FAAST Rep**

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How to Use FAA PowerPoint Templates and How to Modify the Template Slide Master

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.
 - http://williamjdoylejr.net/FAAST/FAA_Template/FAA_slide_template_bluecover_whitebackground.ppt
 - 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_bluebackground.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.ppt

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.




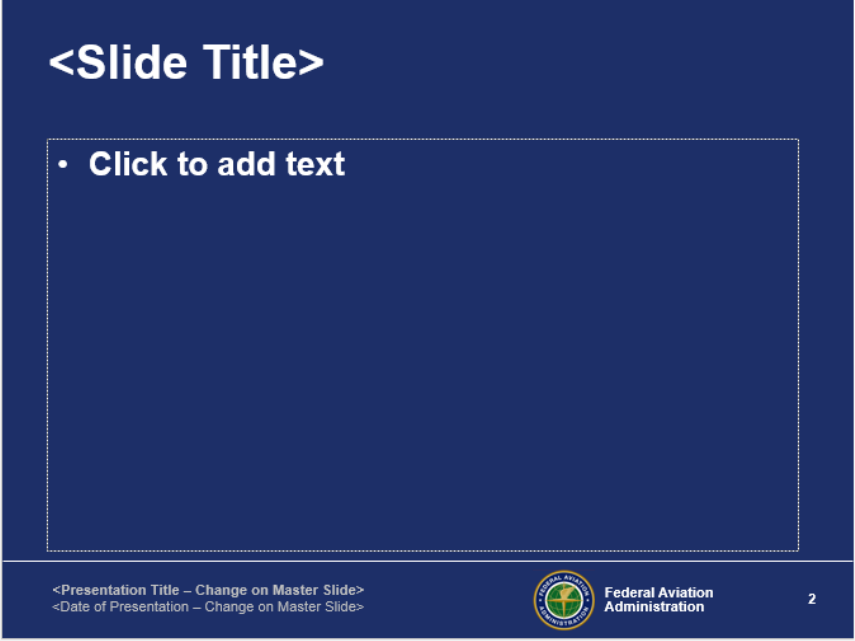
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FAA_slide_template_bluecover_bluebackground.pptx – Presentation Overview

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

1 


2 



<Slide Title>

- Click to add text

<Presentation Title – Change on Master Slide>
<Date of Presentation – Change on Master Slide>

 Federal Aviation Administration 2

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 

2 



<Slide Title>

- Click to add text

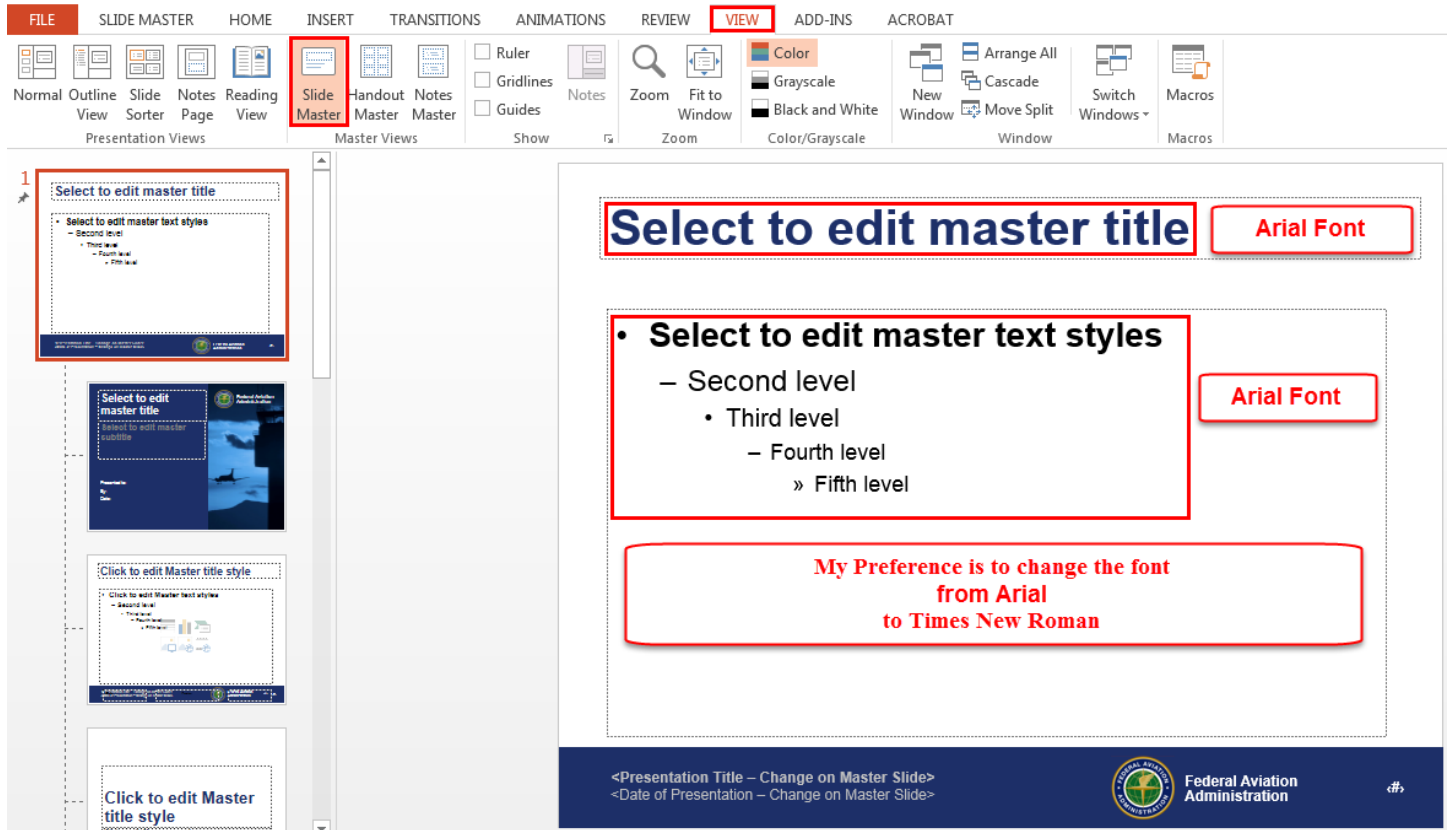
<Presentation Title – Change on Master Slide>
<Date of Presentation – Change on Master Slide>

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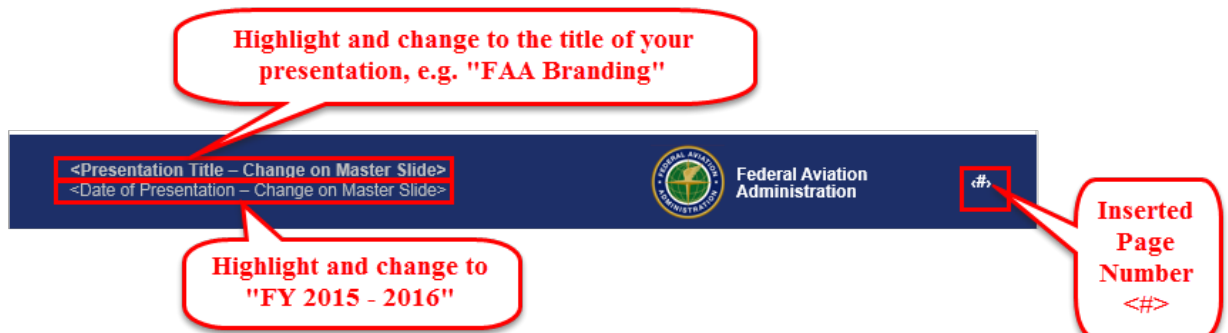
FAA_slide_template_bluecover_whitebackground.pptx – Slide Master

- 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.



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

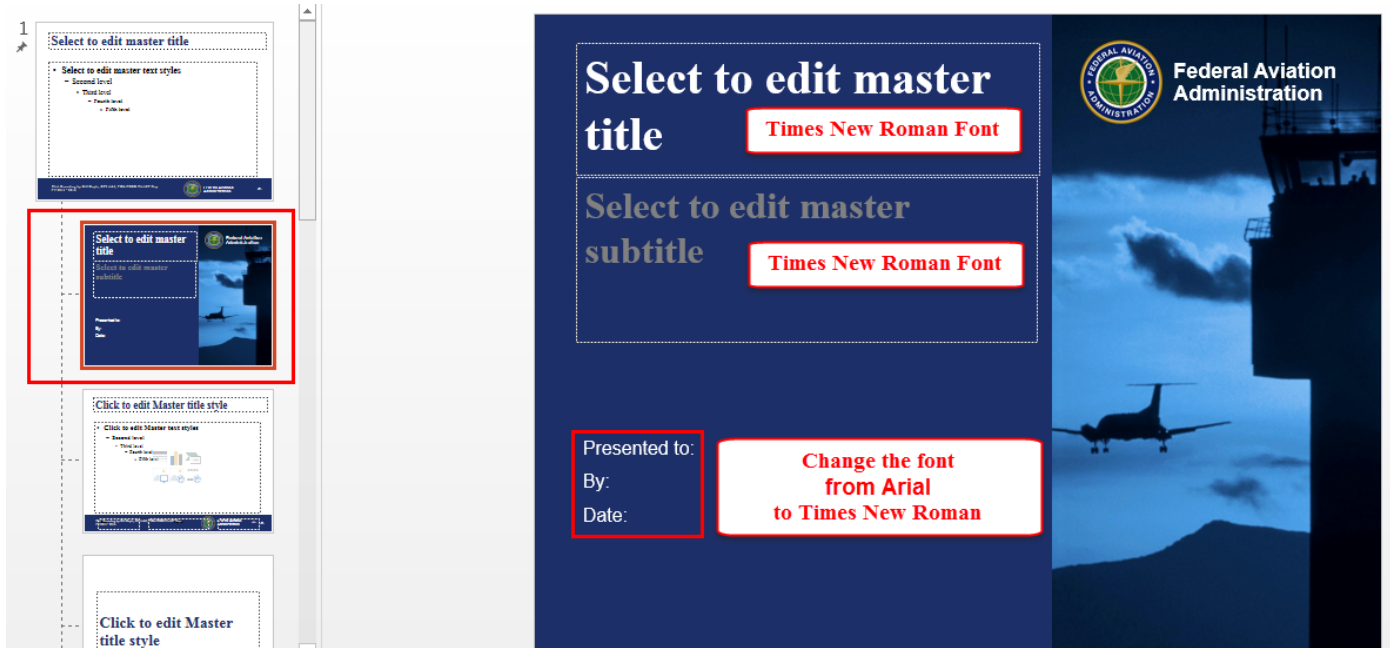
Selecting Times New Roman did not automatically carry to the “footer.”

- 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:
 - By:
 - Date:



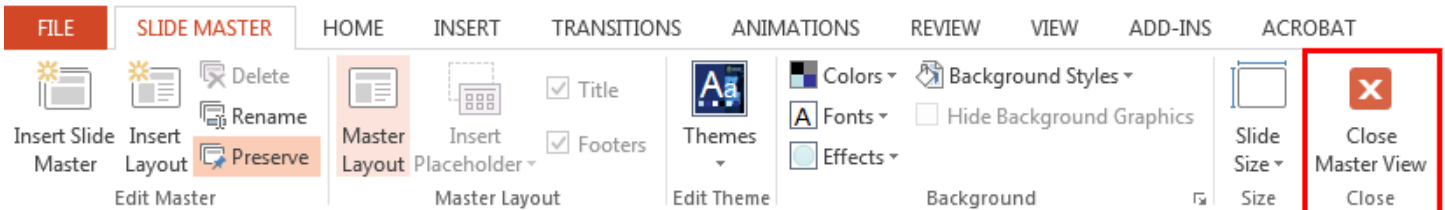
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There is a duplicate page number inserted on the ten (10) Slide Layouts following the Title Slide Layout. This problem does not exist in the other two templates.

- Highlight this as indicated below
- Press the Delete key



When done, click the “Close Master View” button.



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

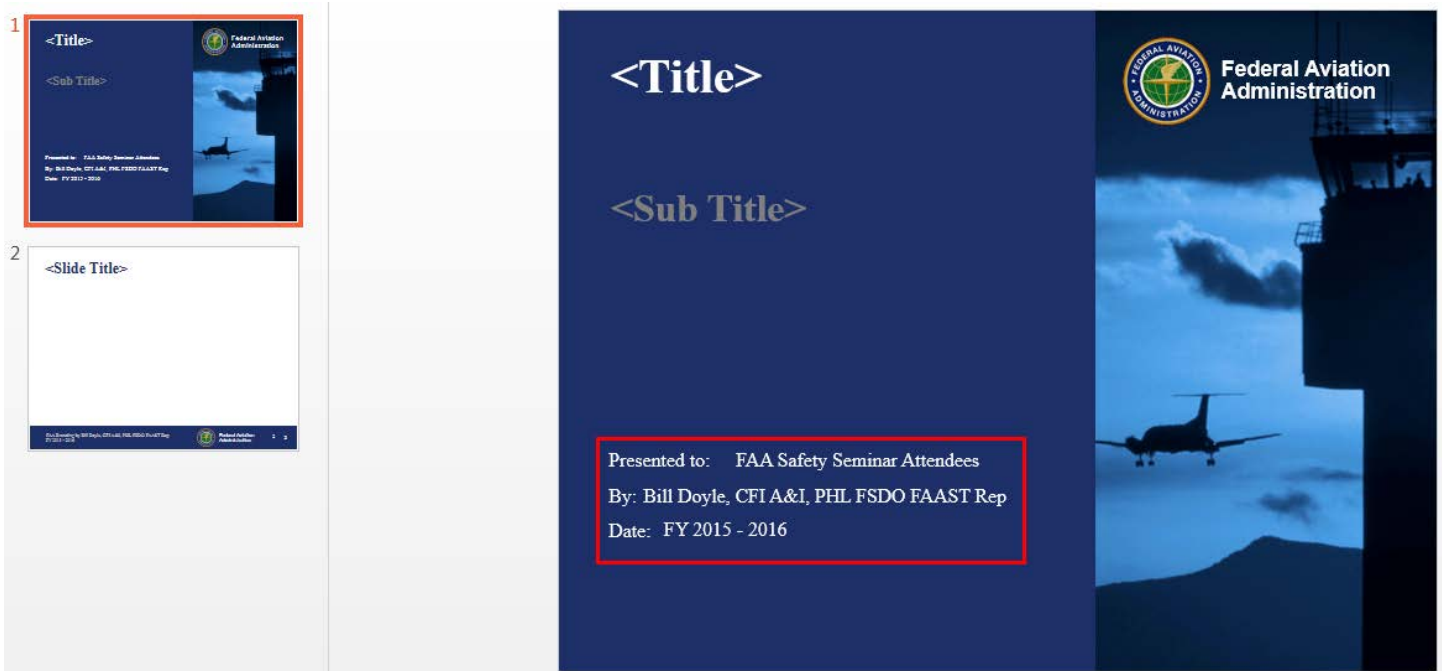
- Suggest appending your initials to the original file name as shown below.
 - FAA_slide_template_bluecover_whitebackground_WJD.pptx

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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

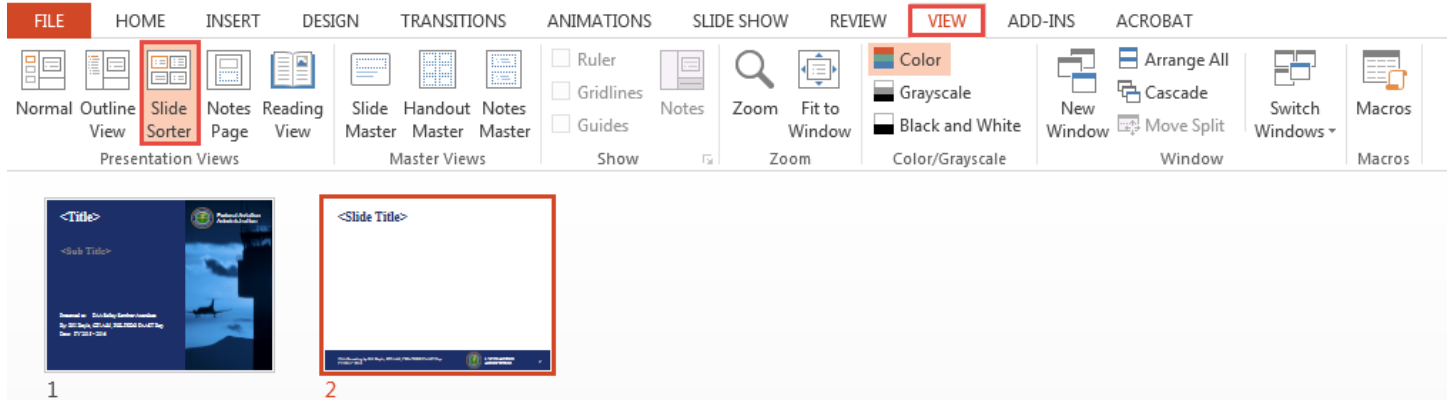


How to Use FAA PowerPoint Templates and How to Modify the Template Slide Master

How to Import Slides from “Un-branded” Presentations

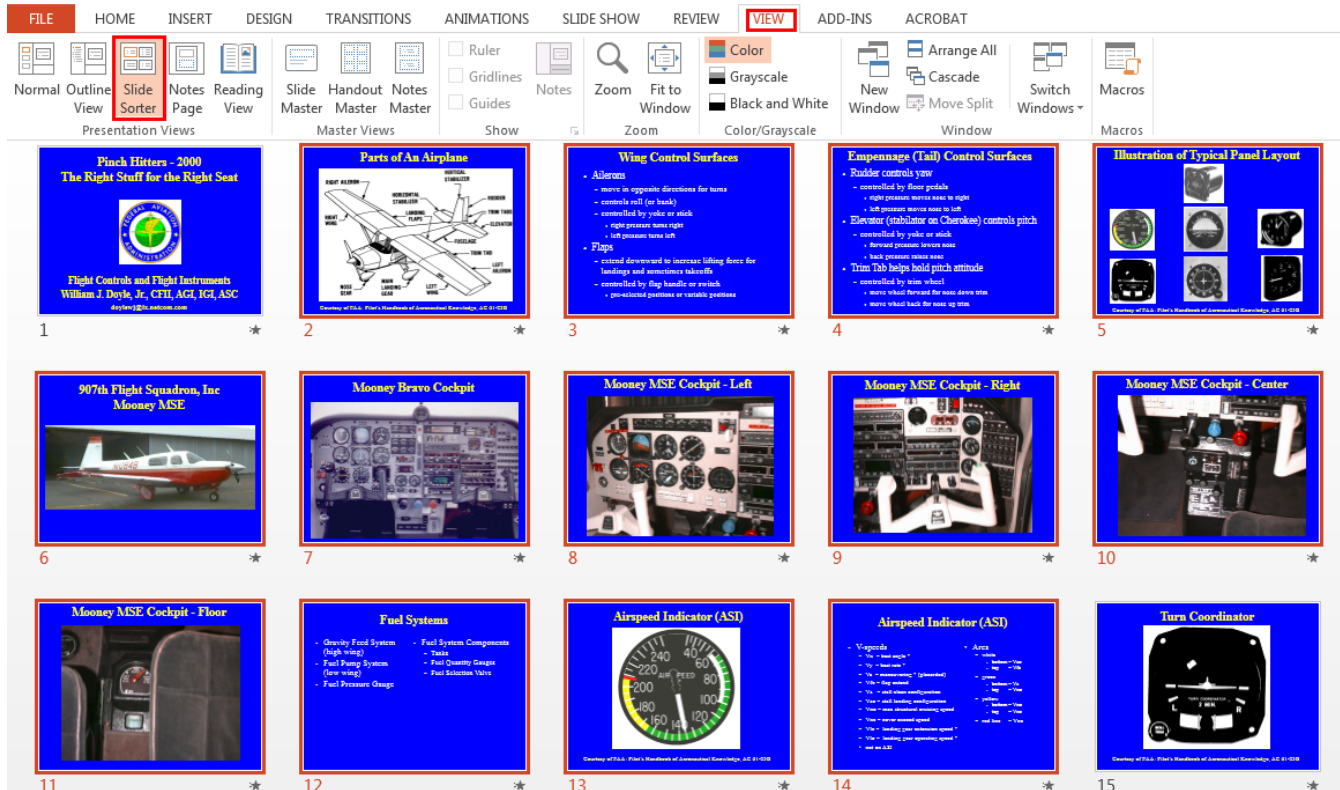
Display your template in Slide Sorter mode.

- Click the menu name “View.”
- Click the “Slide Sorter” button.



Open your “un-branded” presentation.
Display your “un-branded” presentation in Slide Sorter mode.

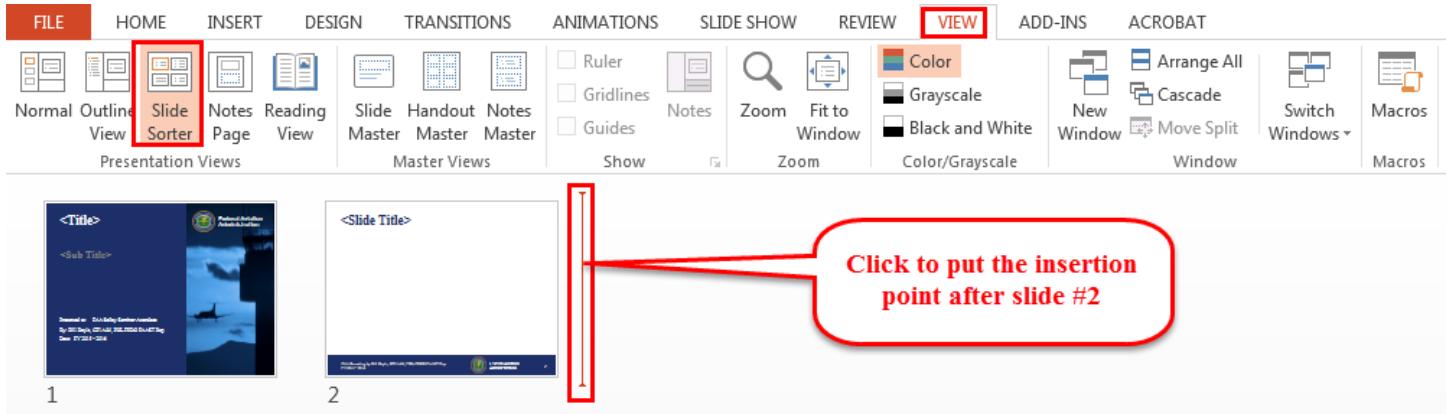
- Click the menu name “View.”
- Click the “Slide Sorter” button.
- Select slides 2 through 14
- Press Ctrl/c to copy the selected slides



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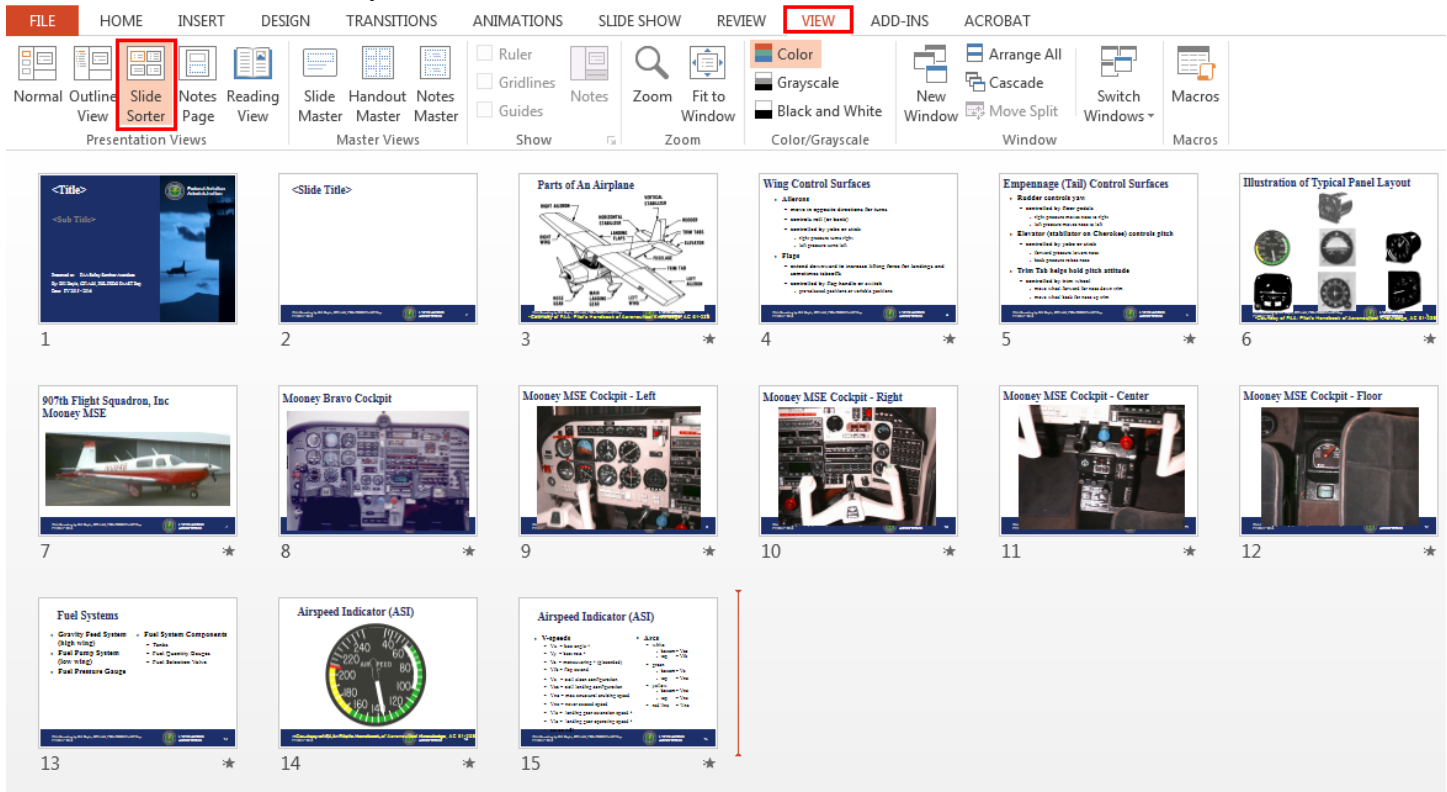
Switch to your template

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



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.

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Reference Materials

- FAA Branding Tutorial
 - http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_Branding_A_How_To.pdf
- FAA Model Template
 - http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_slide_template_bluecover_whitebackground.ppt
- FAA Model Template – Updated in Tutorial
 - http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_slide_template_bluecover_whitebackground_WJD.ppt
- “Un-branded” PowerPoint for use in Tutorial
 - http://williamjdoylejr.net/FAAST/FAA_Branding/Doyle_Pinch_Hitters_Right_Stuff_for_the_Right_Seat.ppt
- “Branded” PowerPoint created in Tutorial
 - http://williamjdoylejr.net/FAAST/FAA_Branding/FAA_Branding_Example.ppt