



Saint Xavier

UNIVERSITY

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POWERPOINT TEMPLATE GUIDELINES

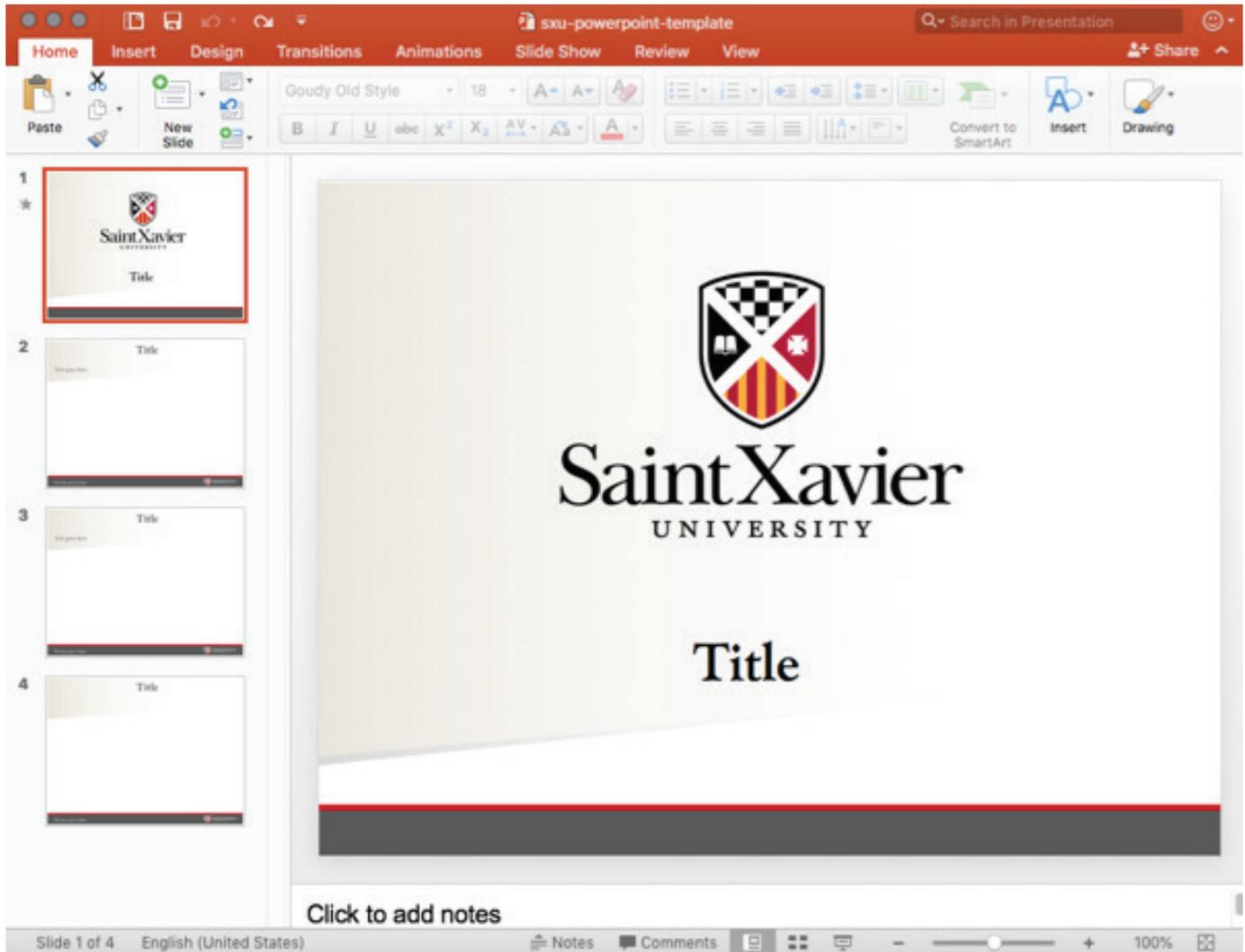
POWERPOINT TEMPLATE GUIDELINES

When representing Saint Xavier University at a conference or other presentation event, the Office of University Relations encourages you to use this PowerPoint template to maintain professional and branding standards.

To access the template from the website, visit www.sxu.edu, keyword: University Relations. On the right navigation column, the PowerPoint template is located under the Templates subheading.

USING THE TEMPLATE

The template includes four basic slides, including one title slide and three content slides.

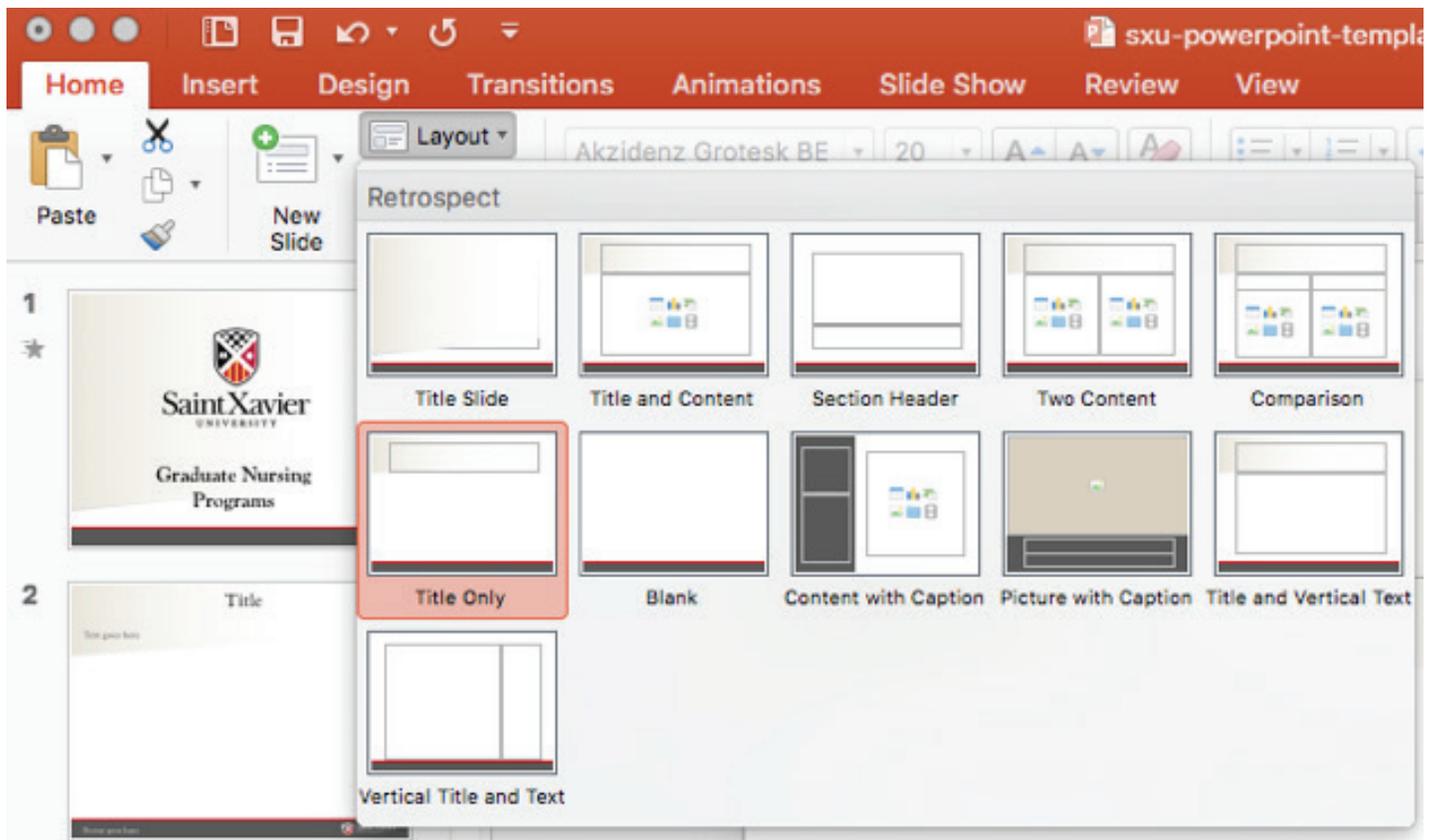


Within the content slides, the SXU logo resides in the bottom right corner. Note: The logo appears with the University's full name and shield. Please see the Graphic Standards Style Guide for more information.

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ADDING A NEW SLIDE

Each slide must contain the University logo. To create a new slide that will contain the logo on the bottom right corner, simply right click on an existing slide and click "Duplicate Slide" and alter the layout by clicking "Layout" within the Home tab.



By clicking "New Slide," the logo will not appear. However, you may copy the logo from an existing slide by right clicking on the icon and selecting copy, and on a new slide right click and select paste. The logo will automatically appear in the correct position and size.

The keyboard shortcut for copy is "Ctrl + C" on Windows computers and "command + C" on Mac computers.
The keyboard shortcut for paste is "Ctrl + V" on Windows computers and "command + V" on Mac computers.

If you need further assistance with navigating the PowerPoint template, please contact University Relations at urprojects@sxu.edu.