

Tips

Recommended Font and Sizes (Adjust as necessary)

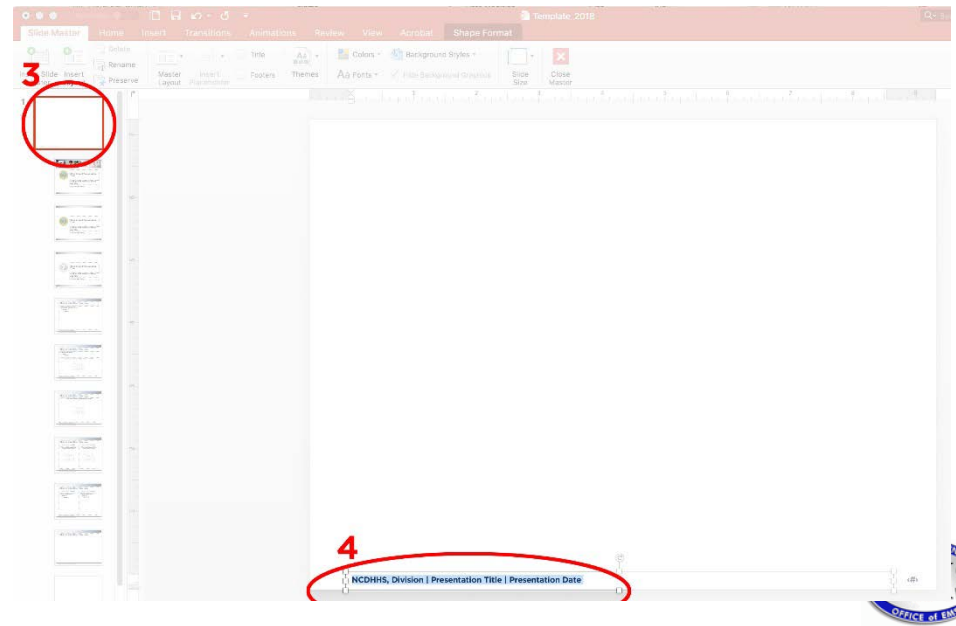
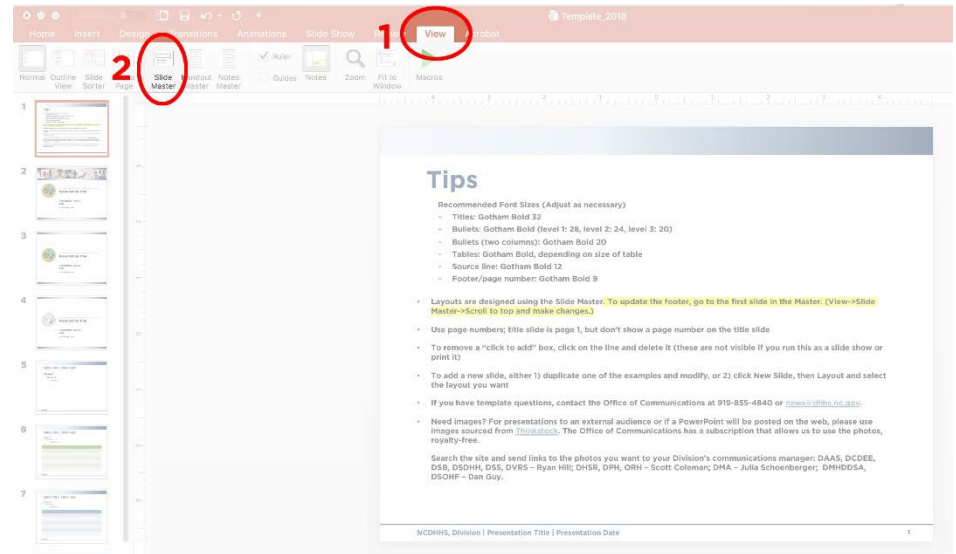
- Titles: Arial Bold 32
 - Bullets: Arial Bold (level 1: 28, level 2: 24, level 3: 20)
 - Bullets (two columns): Arial Bold 20
 - Tables: Arial Bold, depending on size of table
 - Source line: Arial Bold 12
 - Footer/page number: Arial Bold 9
- Layouts are designed using the Slide Master. To update the footer, go to the first slide in the Master. (View->Slide Master->Scroll to top and make changes.) Look on the next slide for step-by-step instructions.
 - Presenters can choose among the provided page styles and they may be used in any order or deleted if not needed.
 - Use page numbers; title slide is page 1, but don't show a page number on the title slide
 - To remove a "click to add" box, click on the line and delete it (these are not visible if you run this as a slide show or print it)
 - To add a new slide, either 1) duplicate one of the examples and modify, or 2) click New Slide, then Layout and select the layout you want
 - If you have template questions, contact the Office of Communications at 919-855-4840 or news@dhhs.nc.gov.
 - Need images? For presentations to an external audience or if a PowerPoint will be posted on the web, please use images sourced from [Thinkstock](https://www.thinkstock.com). The Office of Communications has a subscription that allows us to use the photos, royalty-free.

Search the site and send links to the photos you want to your Division's communications manager: DAAS, DCDEE, DSB, DSDHH, DSS, DVRS – Ryan Hill; DPH – Scott Coleman; DHSR, ORH – Jim Jones; DMA – Julia Schoenberger; DMHDDSA, DSOHF – Dan Guy.



To change the footer text

1. Click on the View tab.
2. Click on Slide Master.
3. Scroll up to the big slide at the top and click on the top slide under Slide Master.
4. Click on the footer text and you can put in your Division, Presentation Title and Date.





NC Department of Health and Human Services

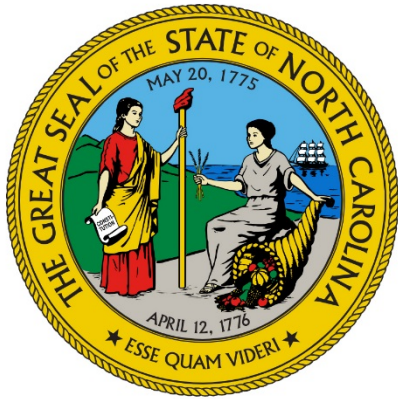
Presentation Title

Presenter Name

Title

Month Day, Year





NC Department of Health and Human Services

Presentation Title

Presenter Name

Title

Month Day, Year





NC Department of Health and Human Services

Presentation Title

Presenter Name

Title

Month Day, Year



Slide Title, 1 line max

- **Bullet 1**
 - **Bullet 2**
 - **Bullet 3**

SOURCE:

Slide Title, 1 line max

- **Bullet 1**
 - **Bullet 2**
 - **Bullet 3**

SOURCE:



Slide Title, 1 line max

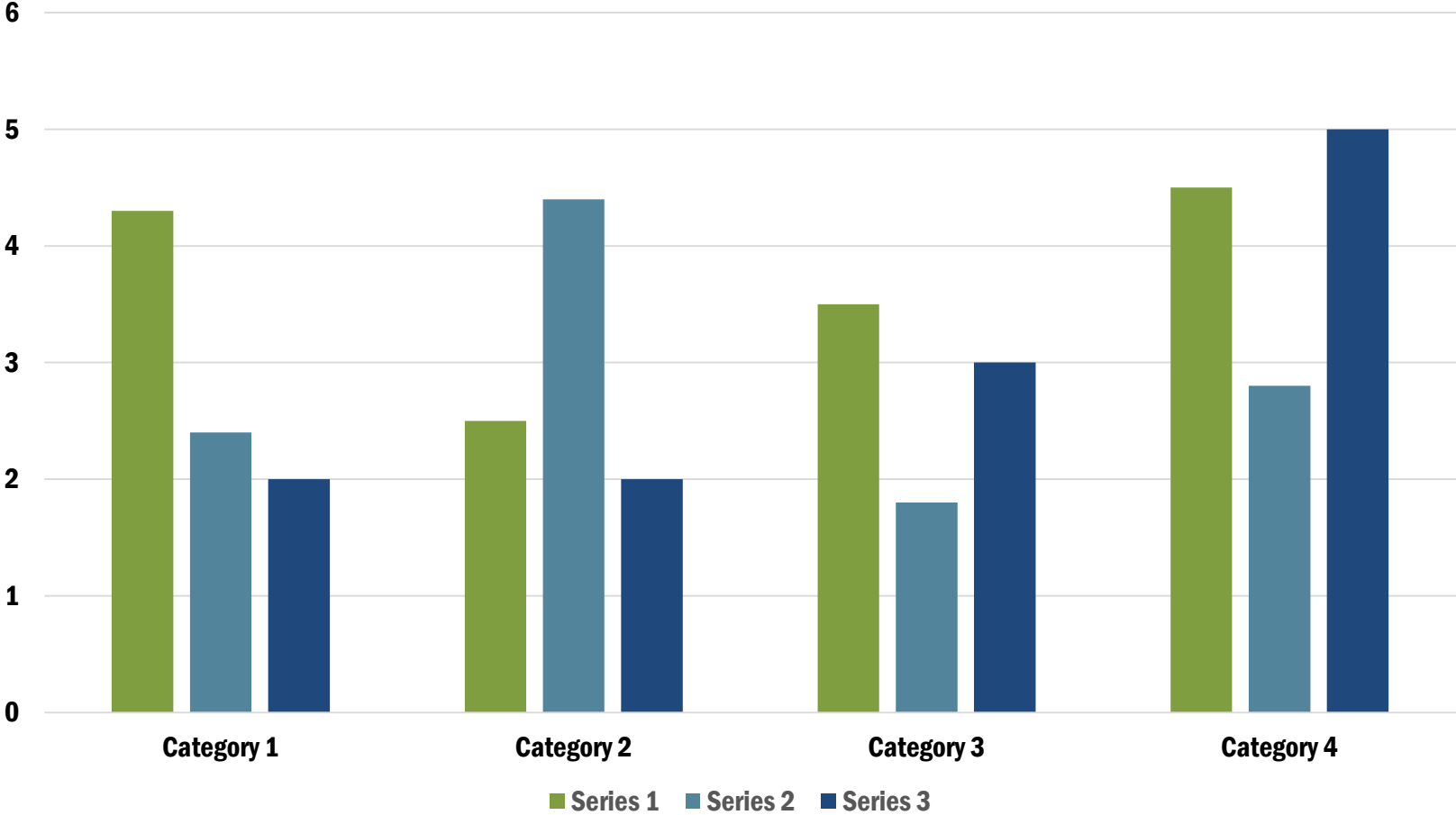
- **Bullet 1**
 - **Bullet 2**
 - **Bullet 3**

SOURCE:



Slide Title, 1 line max

Chart Title



SOURCE:



Slide Title, 1 line max



Slide Title, 1 line max

Chart Title

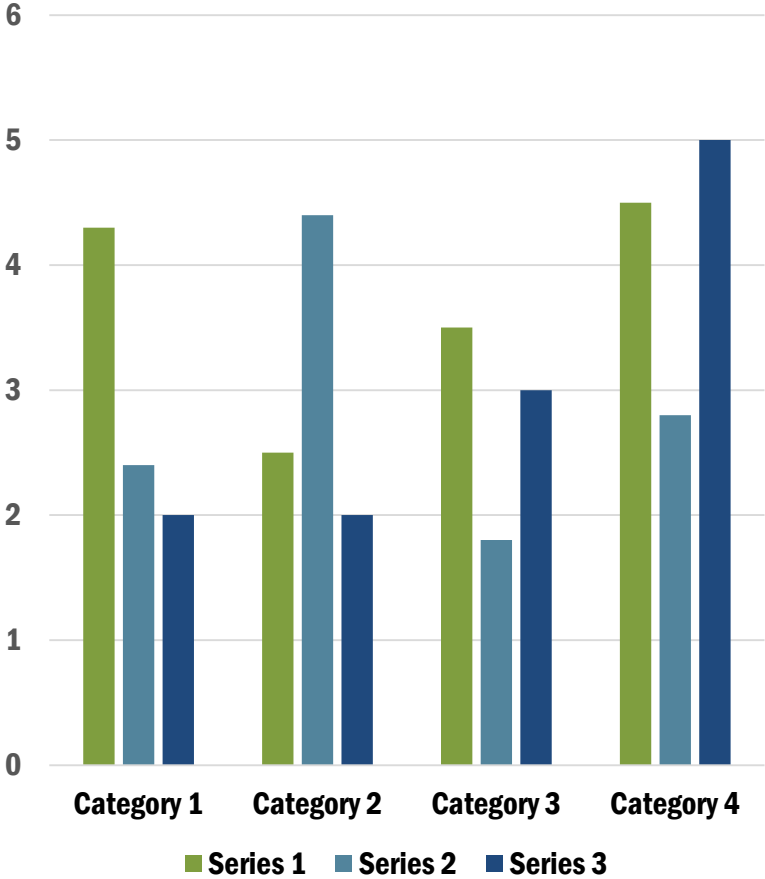
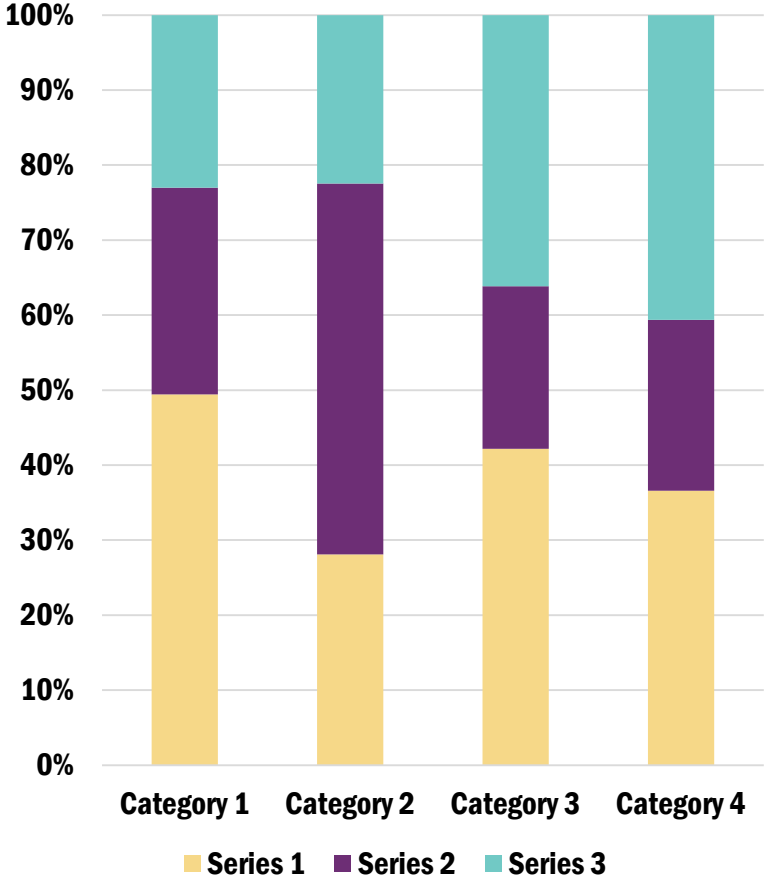


Chart Title



SOURCE:

