



California Community Colleges

How to Use the Chancellor's Office PowerPoint Template

August 2021



Presentation Sections

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3. Working in the Template
 - Template Basics
 - Placing and Editing Images
 - Slide Types
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Section 1 About the Template

About the Template

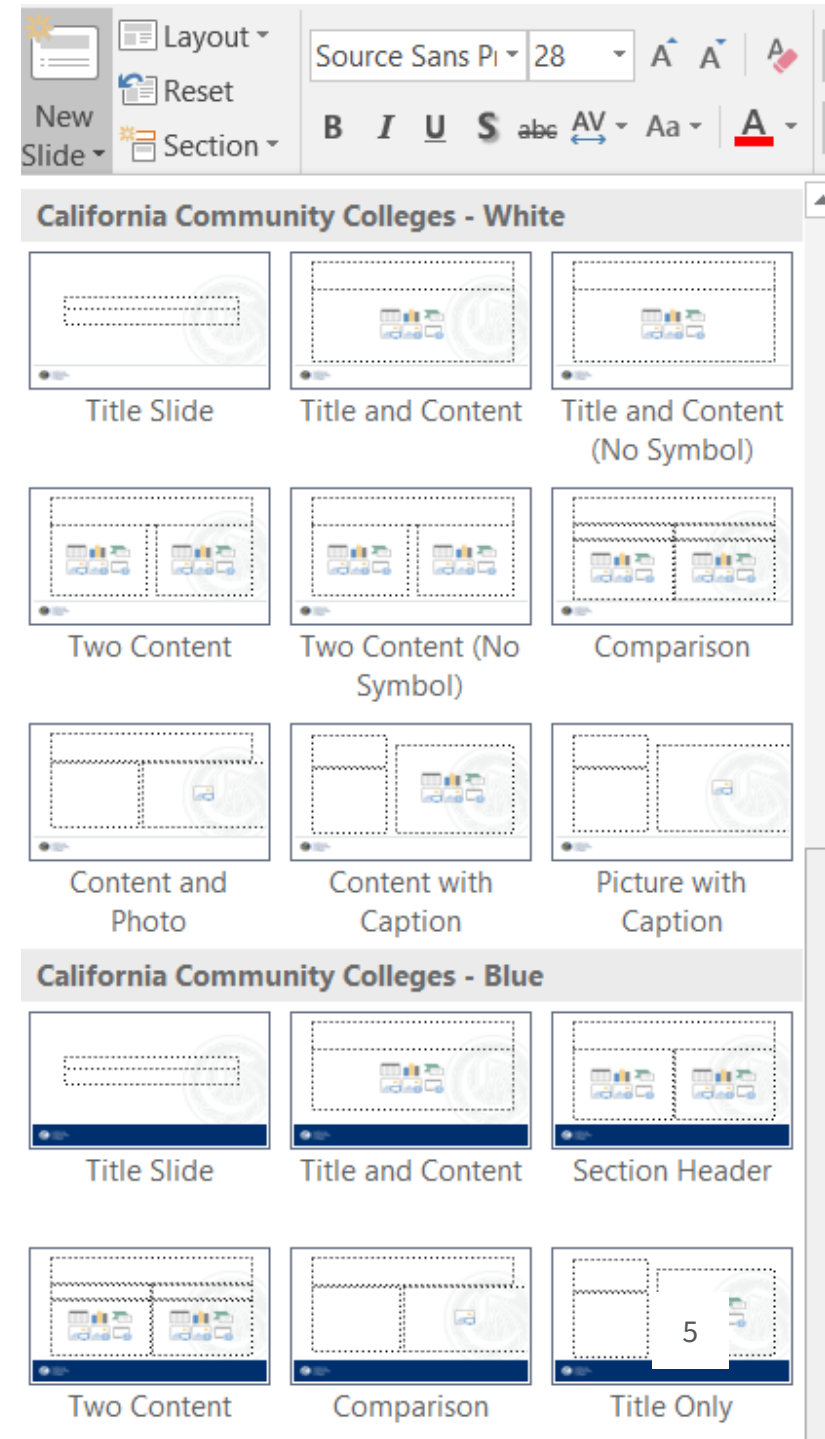
The revised PowerPoint template provides three branded options for your presentations:

- The primary version (default) allows for a broader selection of layouts providing an opportunity for greater visual interest
 - This presentation is an example of the primary template
- The white version with full color logo
- The blue footer version with a reversed logo

Accessing the Available Templates

All three template styles are available within the template to change to either the white or blue template:

- Delete the slides that appear in the left sidebar panel
- Select the drop-down arrow on the **New Slide** option
- Scroll down to select from the white or blue templates



Layout ▾
Reset
Section ▾
Source Sans Pi 28 A A A
B I U S abc AV Aa A

New Slide ▾

California Community Colleges - White

Title Slide Title and Content Title and Content (No Symbol)

Two Content Two Content (No Symbol) Comparison

Content and Photo Content with Caption Picture with Caption

California Community Colleges - Blue

Title Slide Title and Content Section Header

Two Content Comparison Title Only

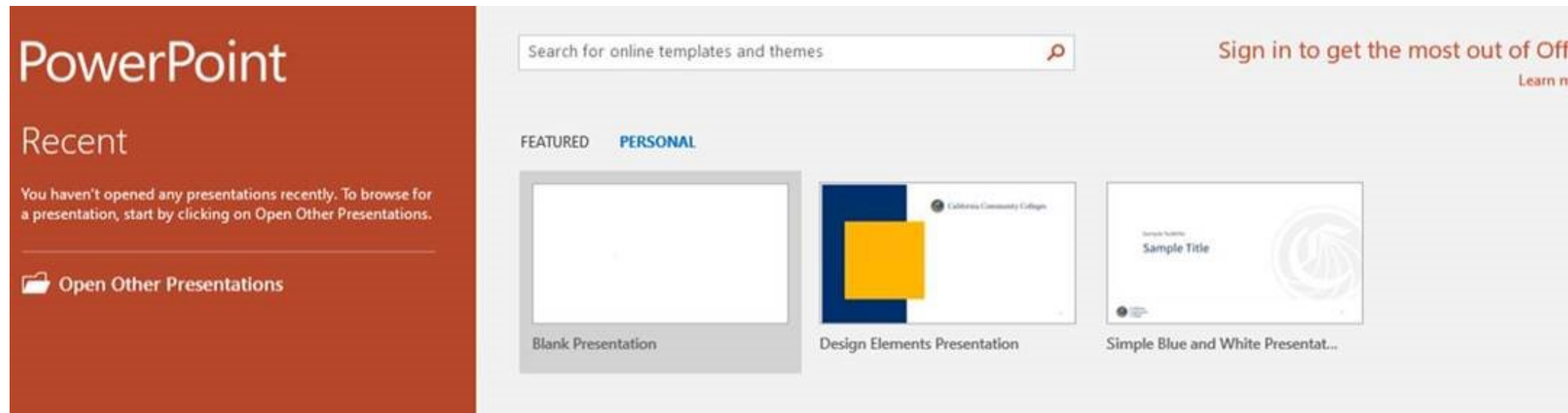


Section 2

Obtaining the Template

Obtaining the Template Chancellor's Office Computers

The new version PowerPoint template has been loaded onto all Chancellor's Computers. To open a new presentation using the template simply select the template from the new file window and click **create**.



Obtaining the Template Non-Chancellor's Office Computers

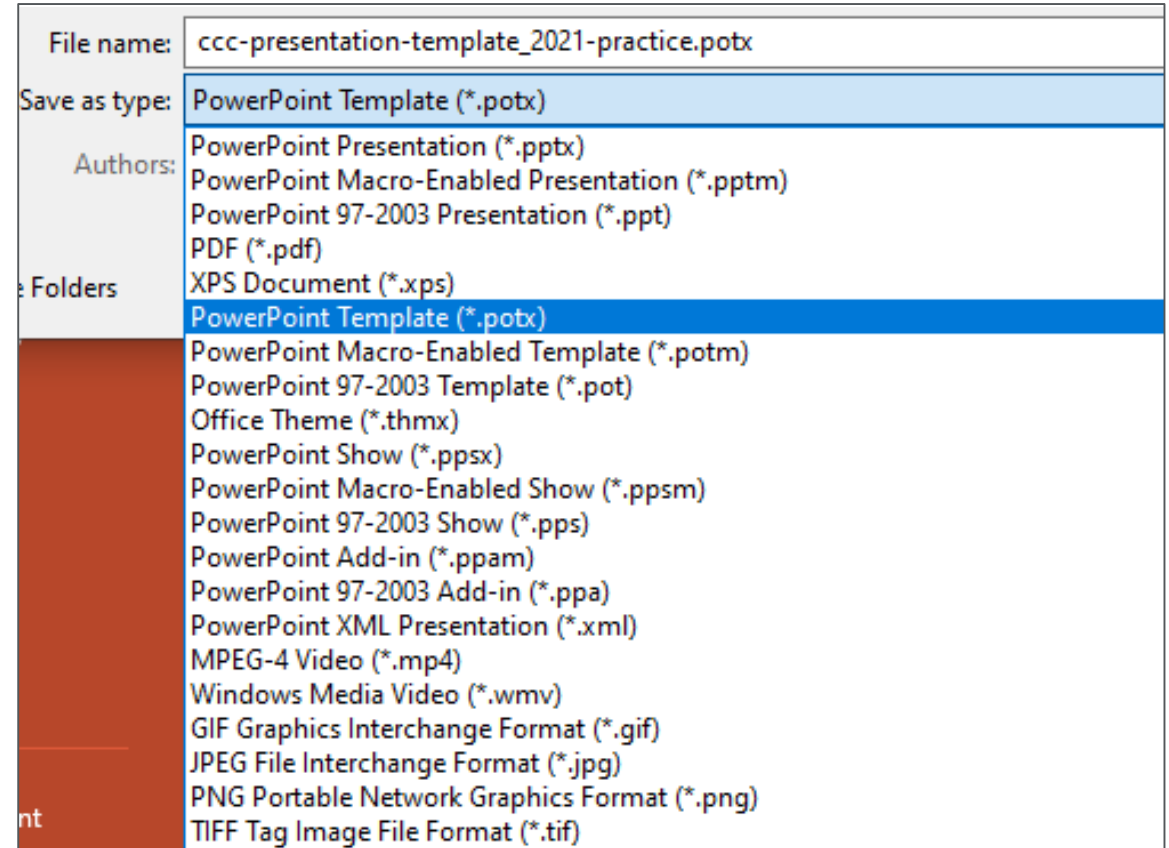
If you are using a personal computer or are a contractor creating a presentation on behalf of the Chancellor's Office you will need to download and install the template on your system.

- The CO PowerPoint template can be downloaded from the [Brand Document Templates web page](#)

Saving the Template

Non-Chancellor's Office Computer

1. Open the downloaded template
2. Select **File | Save As**
3. Select **Browse** to open the save dialog window
4. Change the type to **PowerPoint Template (*.potx)**
 - Note: the file location will automatically change to the Custom Office Templates file
5. Select **Save**





Section 3

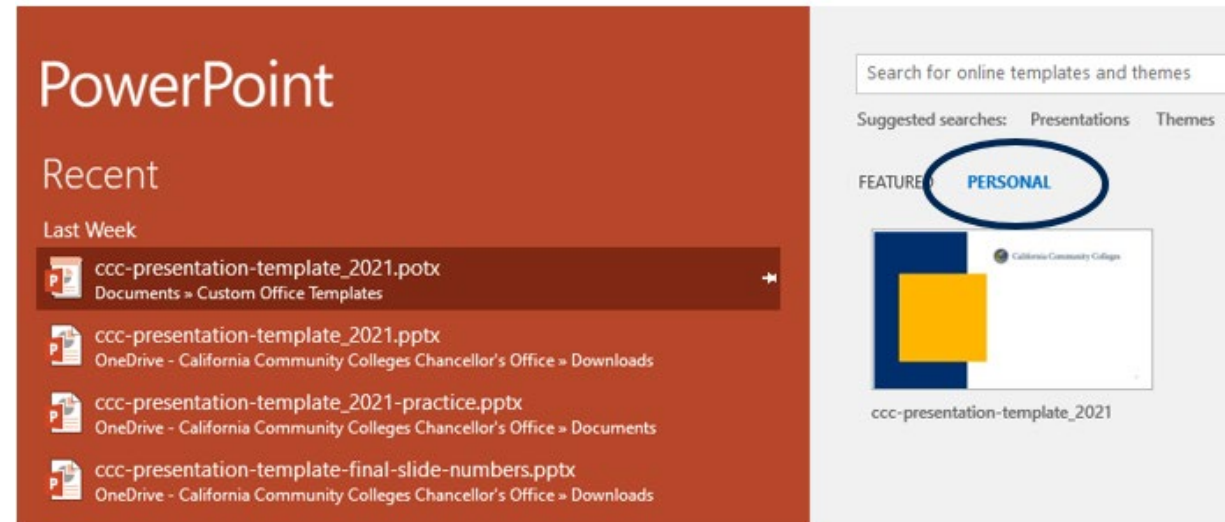
Working in the Template

Accessing the Template

1. Open PowerPoint, select the **Personal** or **Custom** option and select the template
2. Select **Create** to open the template
 - The template should show up under Featured after it is opened once

Recommendation:

Name and save the file before editing



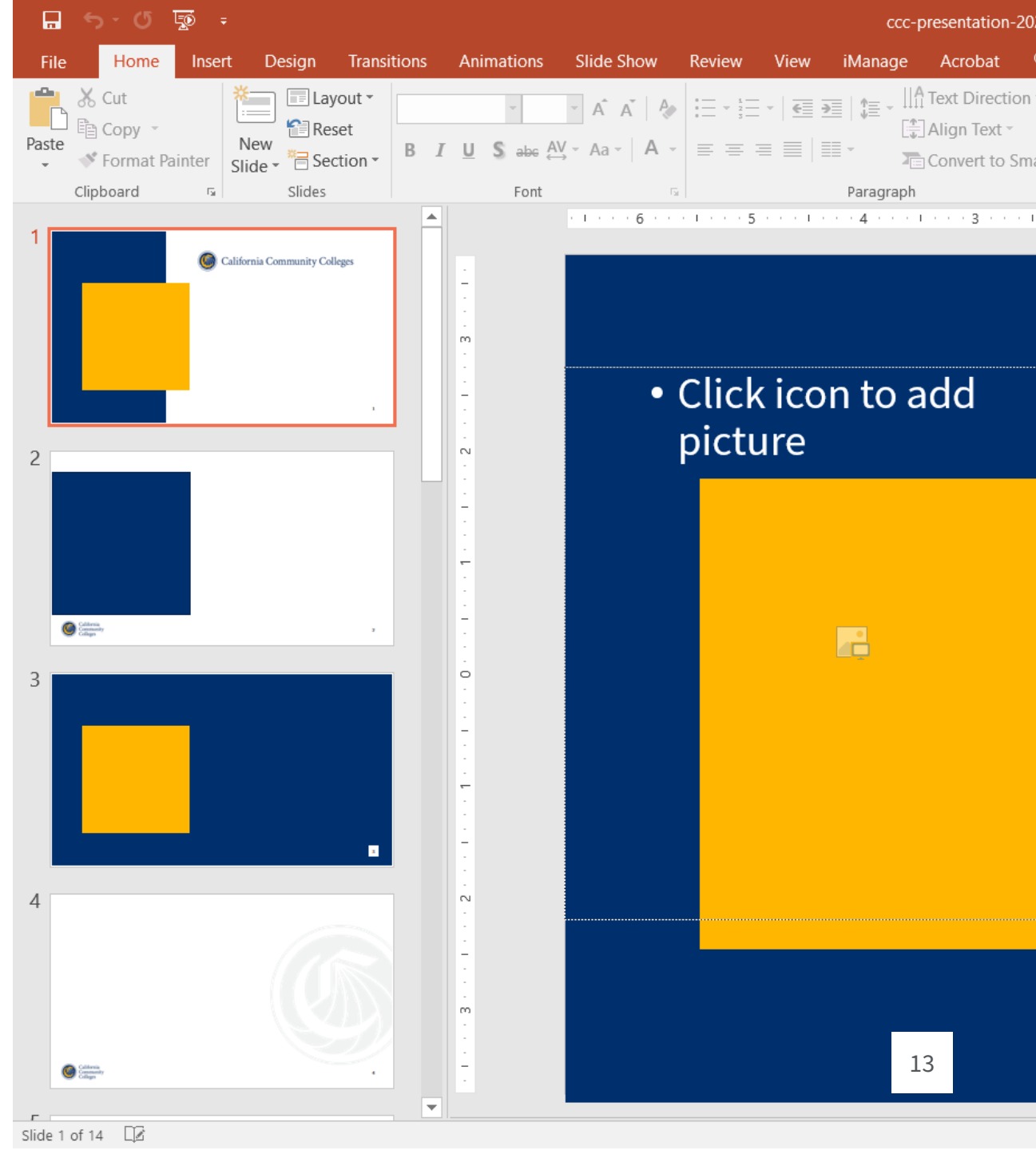
Template Basics

The template is designed with accessible components and proper branding. Each slide has editable sections that help ensure the final PowerPoint is as accessible as possible before it is sent to Access Ingenuity for conversion to PDF and remediation. The following guidelines will help to maintain the integrity of your presentations.

- Choose the slide type with the components most appropriate to your content.
- If editable slide areas are not needed (e.g., an image is not needed or a subtitle is not needed), leave them empty.
 - Unused editable areas will not display in slideshow mode.
 - Do not delete unused editable areas as it could cause formatting issues.
- You may move or resize existing text boxes and photo boxes as needed but do not add text boxes or images as it causes formatting issues.

Working with the Template

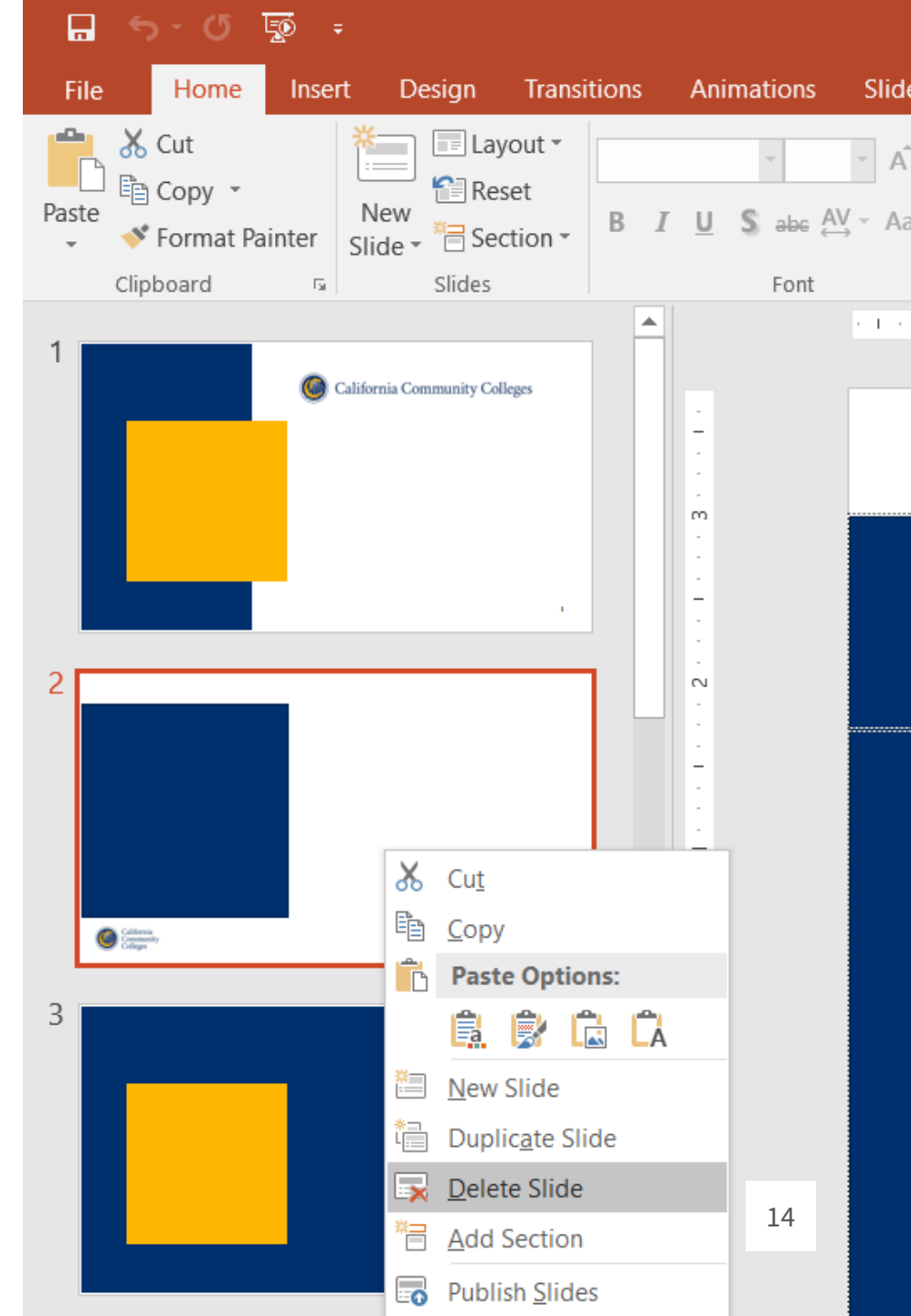
- The template has all the available slide types shown in the sidebar panel.
- You may delete or add slides as appropriate to your presentation.
- You do not have to use all of the available layouts in your presentation.



Deleting Slides

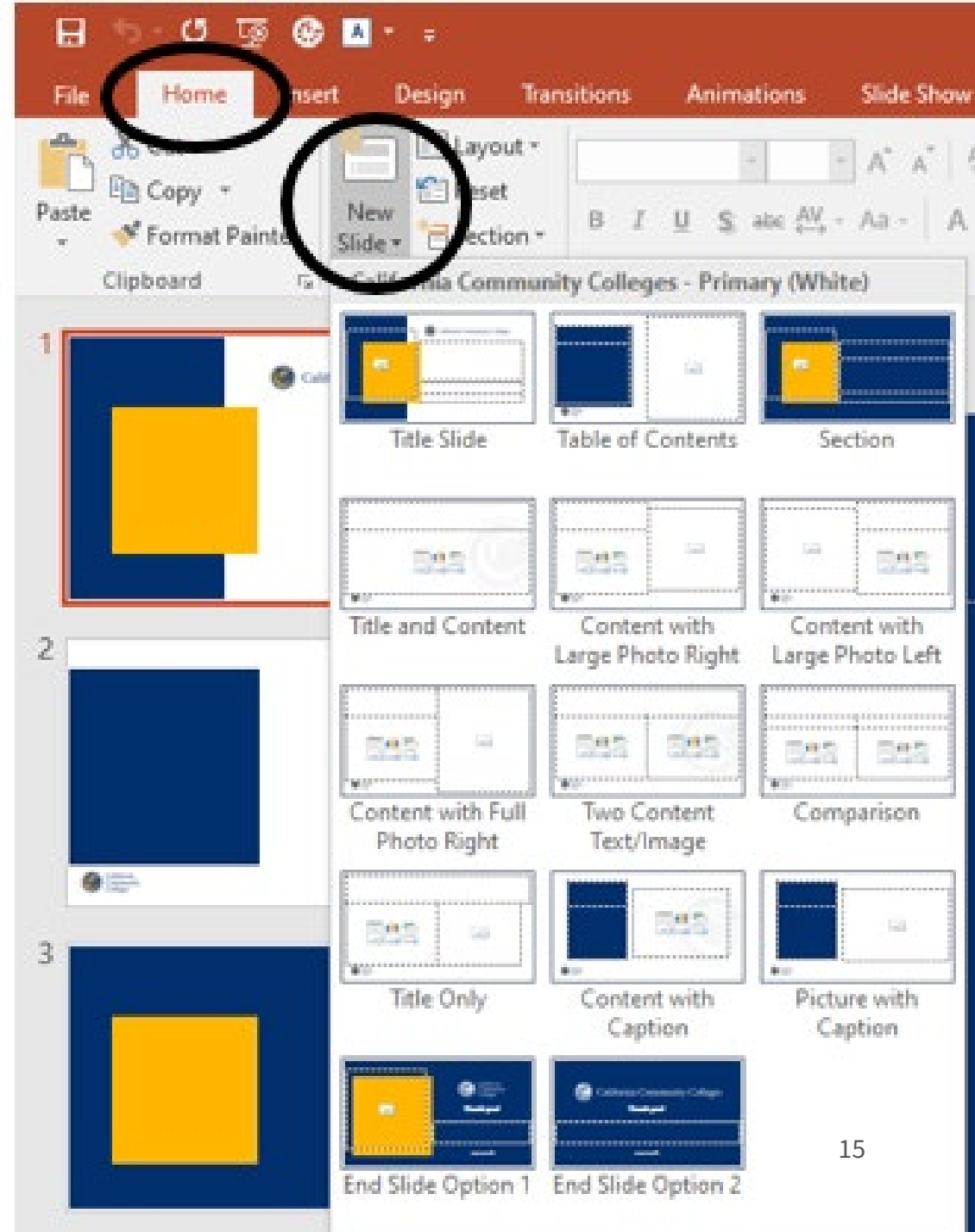
To remove a slide from the presentation:

- Select a slide from the thumbnail view
- Right-mouse click and select **Delete Slide**




Inserting Slides

1. In the thumbnail view, place your cursor in the position where the new slide will go
2. Select the **Home** tab on the ribbon
3. Select the drop-down arrow on the **New Slide** option
4. Select the appropriate slide from the options list



Placing Images in Slides

Photos will need to be downloaded and saved to the computer prior to inserting into the PowerPoint.

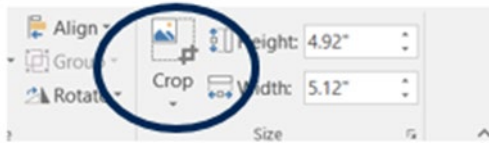
- Click the picture with monitor icon  to add a picture
- Browse for the desired image, then select Insert
- Images crop automatically but can be adjusted using the crop tool



Editing Images

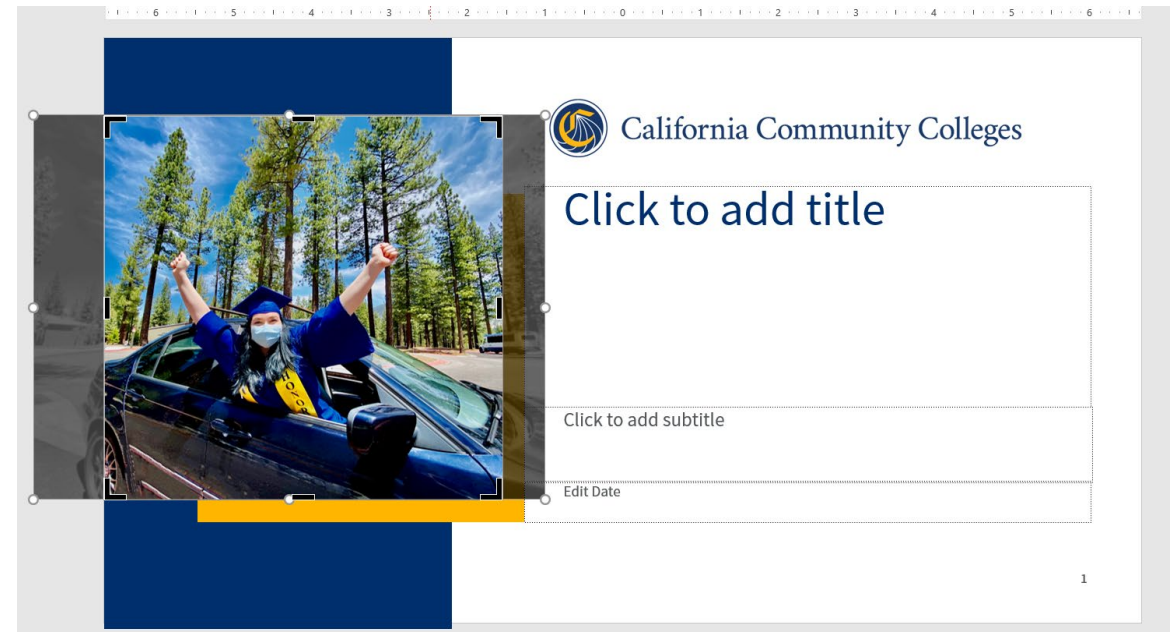
Images inserted into the placeholders automatically crop to fit.
To change the cropping of an image:

1. Click on the image and select Crop from the ribbon



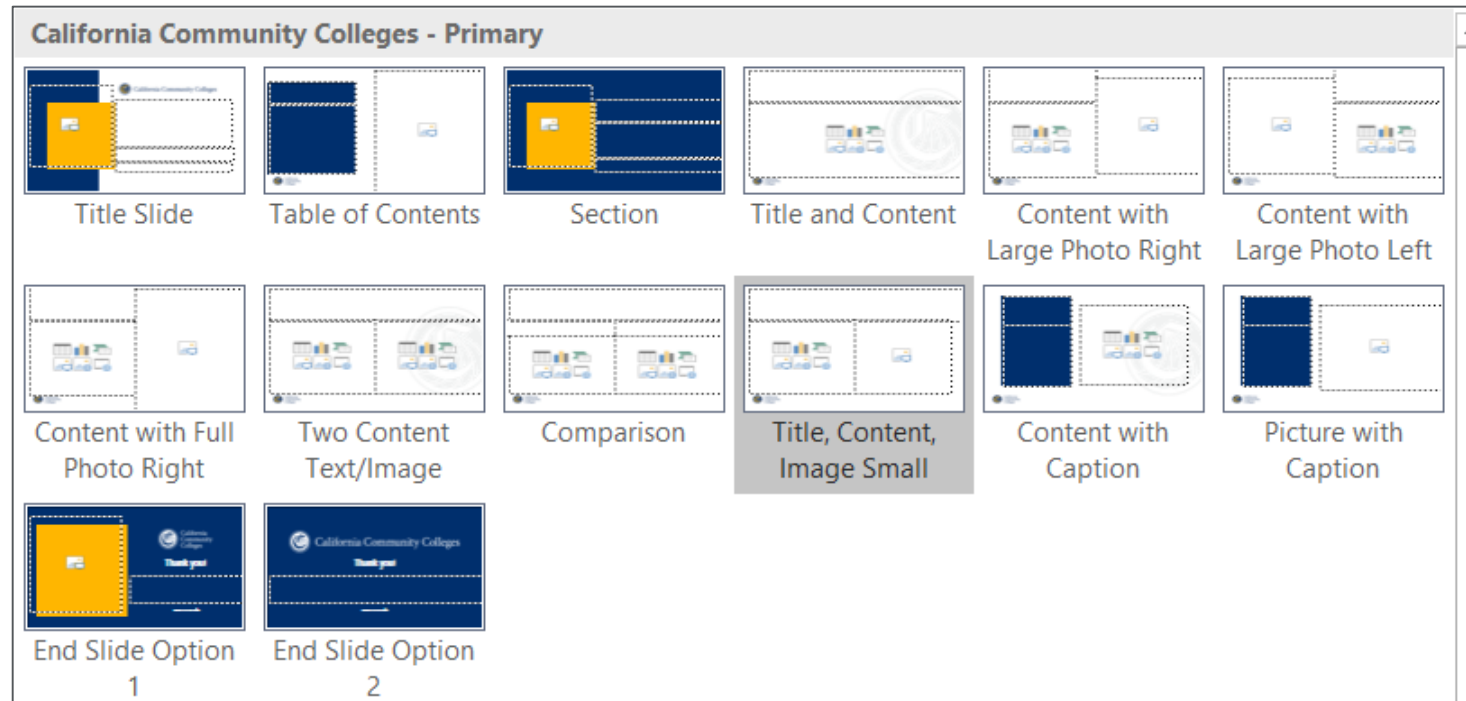
2. The image will appear with ghosted areas outside the visible area (as shown at right)
3. Click and drag the photo to until the desired area is visible within the frame
4. Click anywhere outside the photo to close the crop tool

Note: This process can be used for all photos within the template



Slide Types

The template contains 15 different slide types. It is not necessary to use all of the slides. The user should use the slides most appropriate to the content.



Title Slide

The title slide contains four editable areas:

- Presentation Title
- Subtitle
- Date
- Photo

Click within these areas to edit



 California Community Colleges

Black and African American Advisory Panel of the California Community Colleges

Report & Recommendations for Improving Outcomes for Black and African American Students

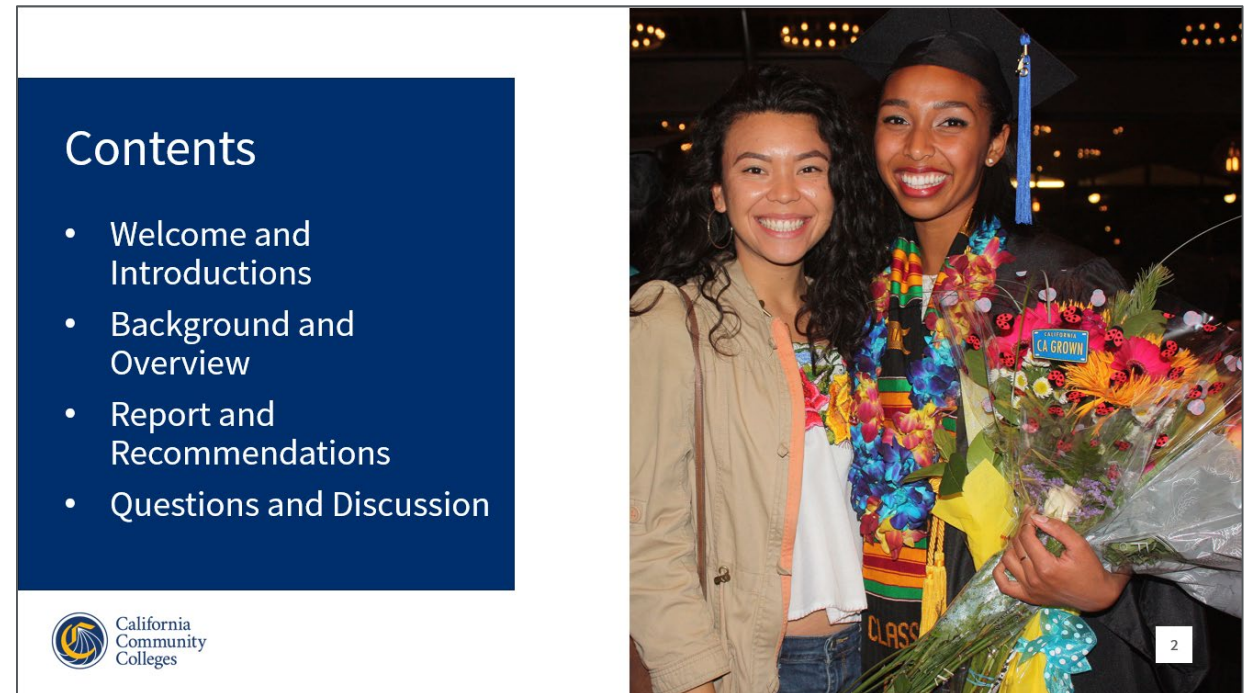
February 2020

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Table of Contents Slide

The table of contents slide is optional and is appropriate to use for agendas or section listings.

- Click in the Table of Contents area to name the list
- Before typing in the text area, select a bullet type for easy reading
- For readability, keep list items under seven for single-line text and under five for double-line text.
- Text for this slide is not auto generated and must be enter by the user



Contents

- Welcome and Introductions
- Background and Overview
- Report and Recommendations
- Questions and Discussion

California Community Colleges

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Section Slide

The section slide separates distinct sections of the presentation. If slide sections are not needed, delete the entire slide.

- Section slides can have a section number, section title, or both.
- **If editable slide areas are not needed** (e.g., a section number or a subtitle is not needed), **leave them empty to preserve the accessibility.**



Content Slides

There are several content slide options in the template. Select the slides most appropriate for the content.

Text Only

- Text Only One Area
- Text Only Two Areas
- Text Only One Over Two

Text with Photo, Graph or Chart

- Text Over Content
- Text / Small Content Right
- Text / Large Content Right
- Text / Large Content Left
- Text / Full Length Content Right
- Text over Two Content
- Comparison
- Content with Caption
- LG Picture with Caption

Text Only Slides

Text only slides contain a title area and one, two or three text areas. The three field option is designed for explanatory text followed by a two column list. All text only slides feature the CCCC symbol in the background.

The image displays three slide templates for text-only presentations, each featuring a large, faint CCCC logo in the background. Each slide has a title area at the top and a footer with the CCCC logo and the text 'California Community Colleges'.

- Text Only One Area (Slide 4):** Features a title area labeled 'Click to add title' and a single large text area below it labeled 'Click to add text'.
- Text Only Two Areas (Slide 5):** Features a title area labeled 'Click to add title' and two side-by-side text areas, each labeled 'Click to add text'.
- Text Only One Over Two (Slide 6):** Features a title area labeled 'Click to add title', a single text area labeled 'Click to add text' in the top left, and two side-by-side text areas labeled 'Click to add text' below it.

Text and Single Content Area Slides





Text and content slides contain a title, text area and a content area. Content may be a photo, graph, chart, table, or video. There are left, right and center configurations for the content area available as well as various size options.

The image displays seven slide templates arranged in two rows. Each template includes a title area, a text area, and a content area. The content area can be a photo, graph, or chart. The templates are numbered 7 through 15.

- Slide 7: Text Over Content** - Title and text are at the top, content area is below.
- Slide 8: Text / Small Content Right** - Title and text are on the left, content area is on the right.
- Slide 9: Text / Large Content Right** - Title and text are on the left, content area is on the right and larger.
- Slide 10: Text / Large Content Left** - Title and text are on the right, content area is on the left and larger.
- Slide 11: Text / Full Length Content Right** - Title and text are on the left, content area is on the right and full length.
- Slide 14: Content with Caption** - Title and text are on a dark blue background on the left, content area is on the right.
- Slide 15: LG Picture with Caption** - Title and text are on a dark blue background on the left, content area is on the right and contains a picture icon.

Text and Dual Content Areas

There are two different dual content area slides. Each has a title area and two frames for photos, graphs or charts. Comparison is used for comparing two items and contains a small text area above the image for caption. Text over two content allows for a larger text area that spans above both images.

<p>Click to add title</p> <hr/> <p>Click to add text</p> <p>Click to add text</p> <p>Insert Photo, Graph or Chart</p> <p>Insert Photo, Graph or Chart</p>   <p>California Community Colleges</p> <p>13</p>	<p>Click to add title</p> <hr/> <p>Click to add text</p> <p>Insert Photo, Graph or Chart</p> <p>Insert Photo, Graph or Chart</p>   <p>California Community Colleges</p> <p>12</p>
Comparison	Text Over Two Content

End Slide

Two slide options are available, one with an image and one without. The text area of the slide can be used to provide contact information.

Photo Option



This screenshot shows a presentation slide with a dark blue background. On the left side, there is a large yellow rectangular area representing a photo. A dashed white box surrounds this area, with a small icon of a picture in the center. Above the yellow area, the text "• Picture" is visible. To the right of the yellow area, the slide content includes the California Community Colleges logo (a stylized 'C' with a sailboat) and the text "California Community Colleges". Below the logo, the text "Thank you!" is displayed. At the bottom of the slide, there is a footer area containing the text "Edit Master text styles", "Second level", "Third level", and the website address "www.cccco.edu". A small white square with a blue icon is located in the bottom right corner of the slide.

Text Option



This screenshot shows a presentation slide with a dark blue background. The slide content includes the California Community Colleges logo (a stylized 'C' with a sailboat) and the text "California Community Colleges". Below the logo, the text "Thank you!" is displayed. At the bottom of the slide, there is a footer area containing the text "Edit Master text styles", "Second level", "Third level", and the website address "www.cccco.edu". A small white square with a blue icon is located in the bottom right corner of the slide.

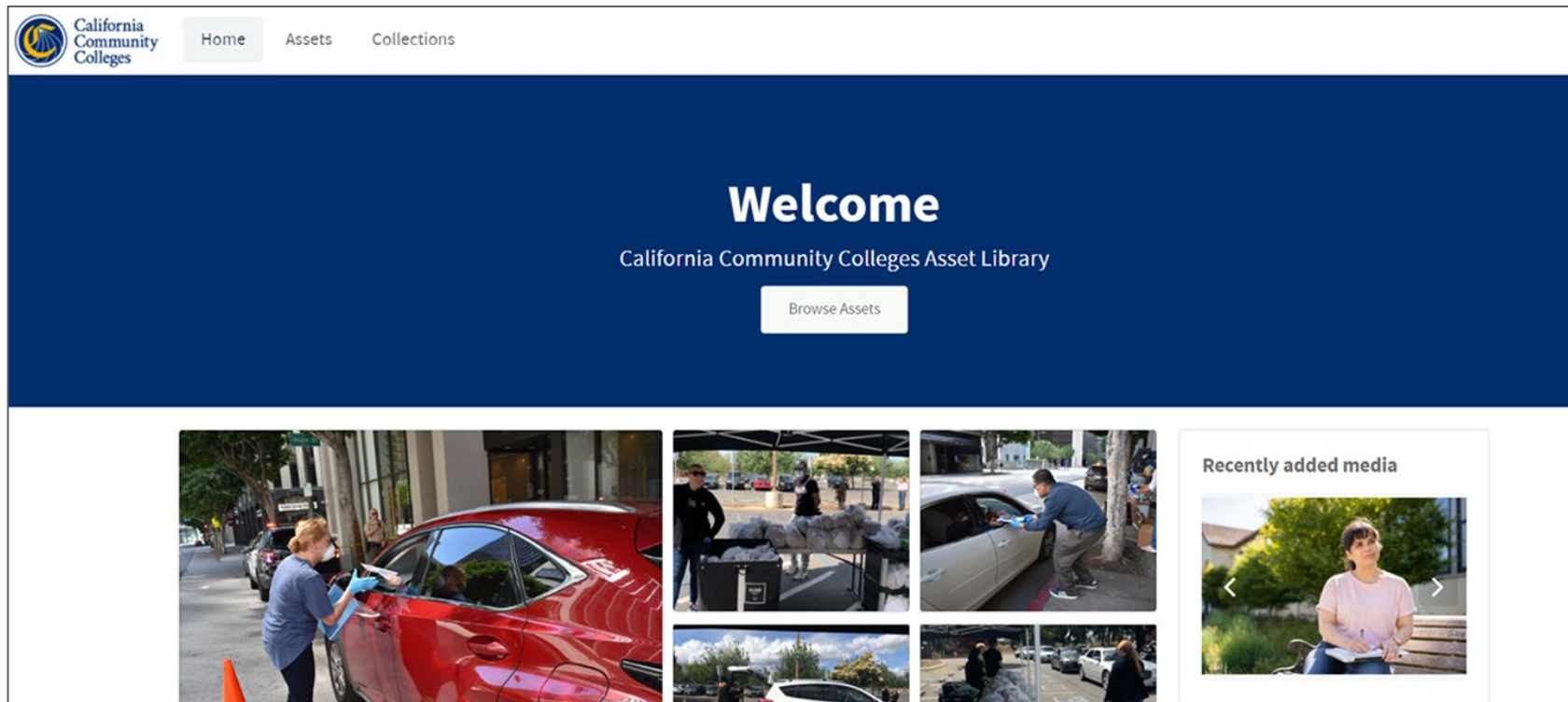


Section 4

Accessing the Image Library and PowerPoint Tips

Bynder Image Library

To ensure high quality presentations, images should be selected from the [California Community Colleges Asset Library](#) (Bynder). Bynder access is available to each division. Contact [Andrea Schlatter](#) for login credentials and information on how to use Bynder.



About Bynder

Bynder offers:

- Database of 6,000+ photos and growing
- Photos of real students, faculty and staff from the 116 colleges
- Filters to easy find photos of specific campuses, student demographics, programs and more
- Ability to directly download photos and save to your computer

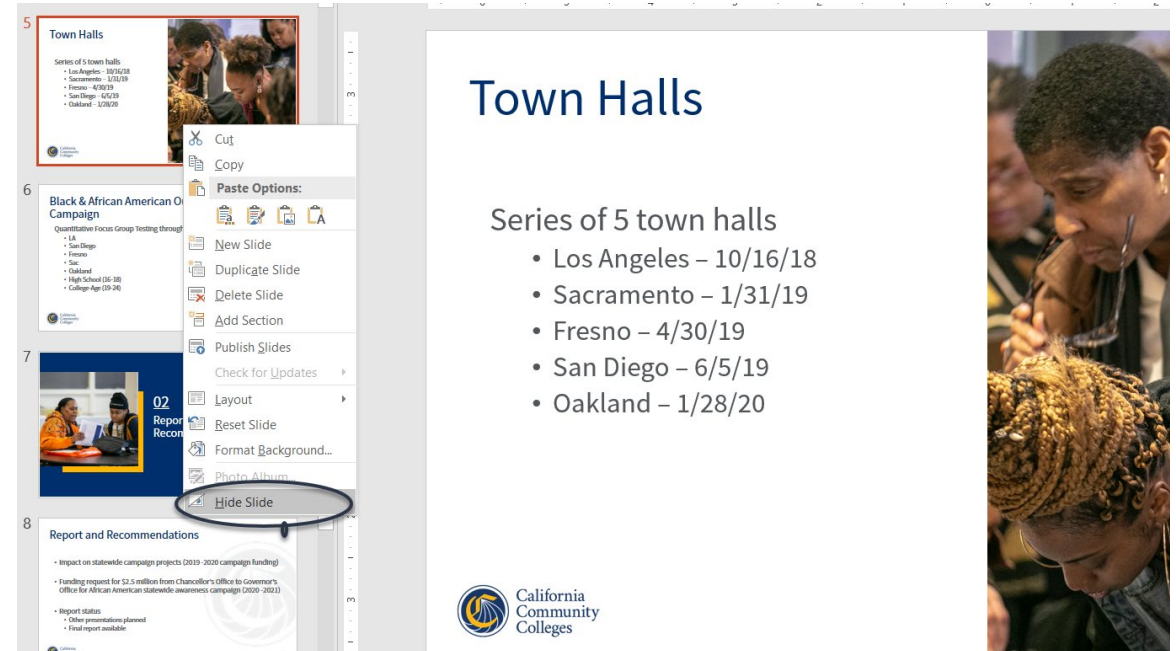
The screenshot shows the California Community Colleges Bynder asset library interface. At the top left is the logo for California Community Colleges. To its right are navigation links for Home, Assets (which is highlighted), and Collections. Below the navigation is a search bar with several filter icons: Asset Type, Subject Matter, Colleges and Schools, Programs, and Events. The main content area shows a search result for 'I CAN- Campus Life Images'. The results are displayed in a grid of three cards. Each card features a thumbnail image of a student sitting on a bench and using a laptop. Below each image is the title 'I CAN- Campus Life Images', the asset type 'Photo', and the usage rights 'Advertising, Newsgathering and Reporting, Reports, Social Media'. The interface also shows '6752 Results' and an 'Order by Date added' dropdown menu.

PowerPoint Tips – Hiding Slides

Slides can be hidden so they will not display when the slideshow is played. This is helpful when different versions of a presentation are needed, or when a slide is in draft mode for future consideration.

To hide slides:

- Select the desired slide in the thumbnails to the left
- Right-mouse click and select Hide Slide



The screenshot shows the PowerPoint interface. On the left, a vertical pane displays thumbnails for slides 5 through 8. Slide 5 is titled 'Town Halls' and lists dates for five locations: Los Angeles (10/16/18), Sacramento (1/31/19), Fresno (4/30/19), San Diego (6/5/19), and Oakland (1/28/20). A right-click context menu is open over slide 5, with the 'Hide Slide' option at the bottom circled in black. The main slide area on the right shows the 'Town Halls' title and the same list of dates. The California Community Colleges logo is in the bottom right corner of the slide.

PowerPoint Tips - General

- Keep text to a minimum (6-8 lines per slide)
 - If you need more than this break the information into multiple slides
- Use high resolution photos of real community college students, faculty and staff.
- Remember to add Alt. Text for all images to make it accessible.
- Provide the Chancellor's Office the branded template when they will be creating presentations on behalf of the community colleges. This helps keep it accessible and in line with the branding of the office.



California Community Colleges

Thank you!

For more information regarding the template contact the
Chancellor's Office of Communications

communications@cccco.edu

www.cccco.edu