

NEXT PowerPoint Template Quick User Guide:

Note:

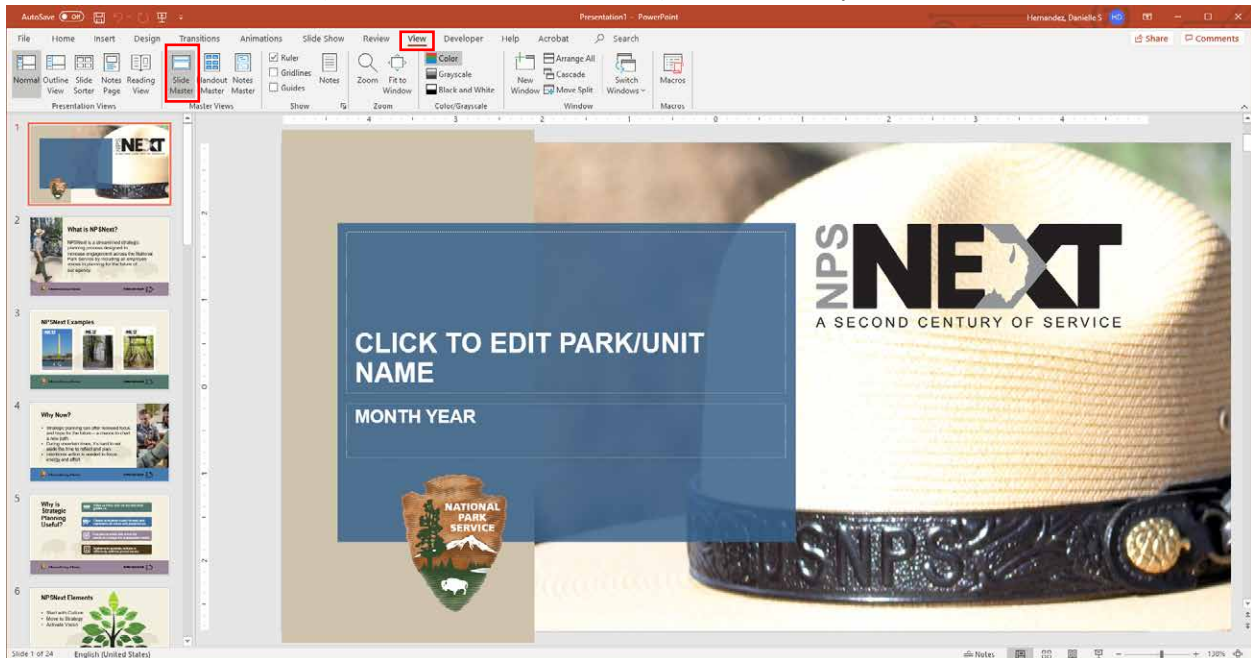
For each slide that you see when you open the template, there is an identical slide layout in every bar color at the bottom of the slide. There is either blue, purple, or green to choose from.

To change or select a slide layout in the template:

To do this click on a slide or insert a new slide. Then right click, go down to layout, and then every option that you can chose from will pop out and you can click on the one you want. This is also demonstrated in the first 5 minutes of this presentation: <https://www.youtube.com/watch?v=q1CMxb90g7c>

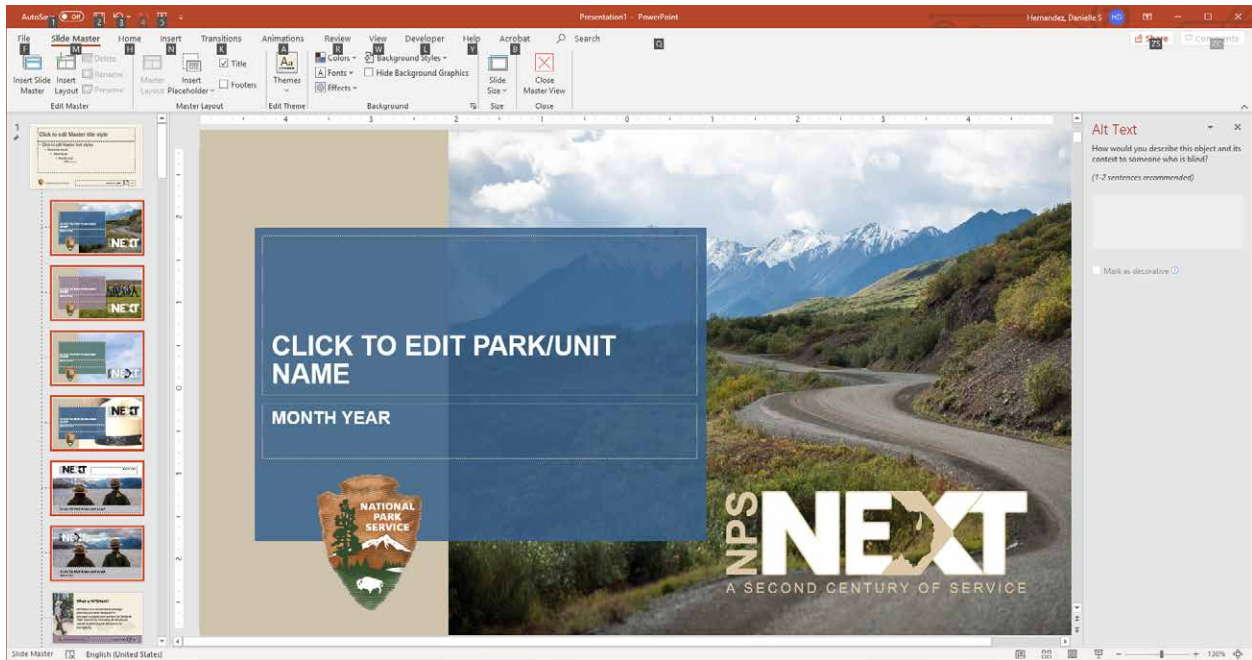
How to switch out a cover photo:

There are many different cover slides (also known as title slides) to choose from. Click on the View tab, then click on Slide Master (shown in screen shot below), this will take you to the master slides.

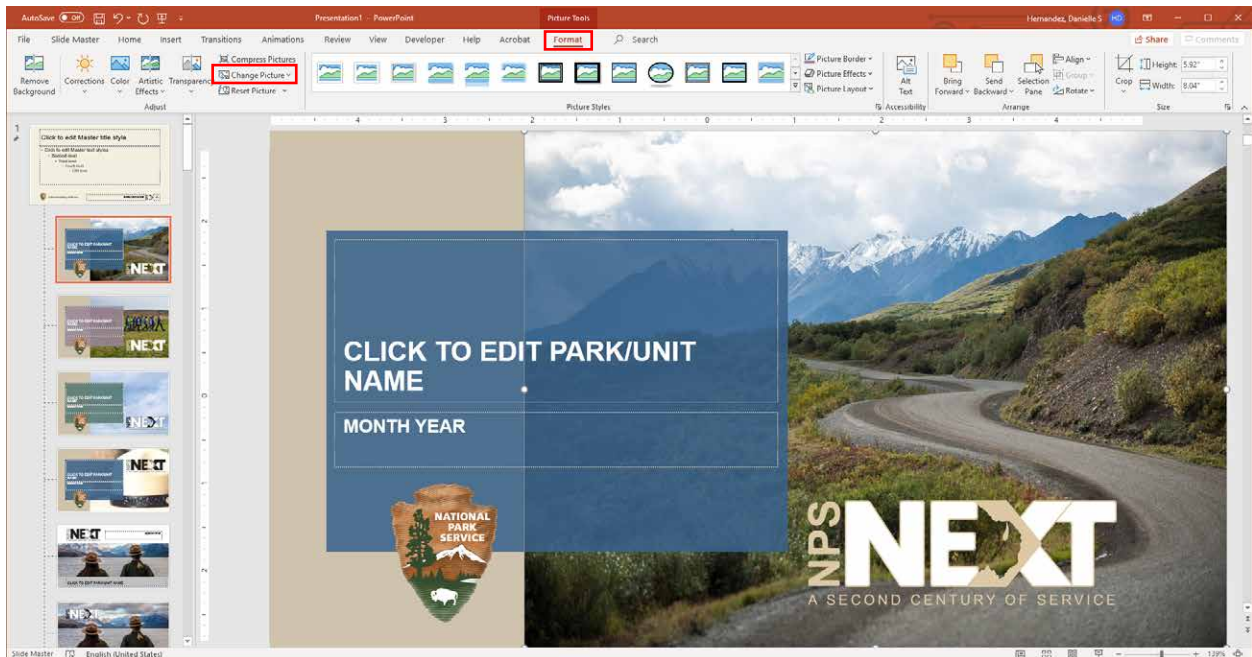


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The first six slides under the bigger slide with a #1 next to it are the cover slide choices to choose from.

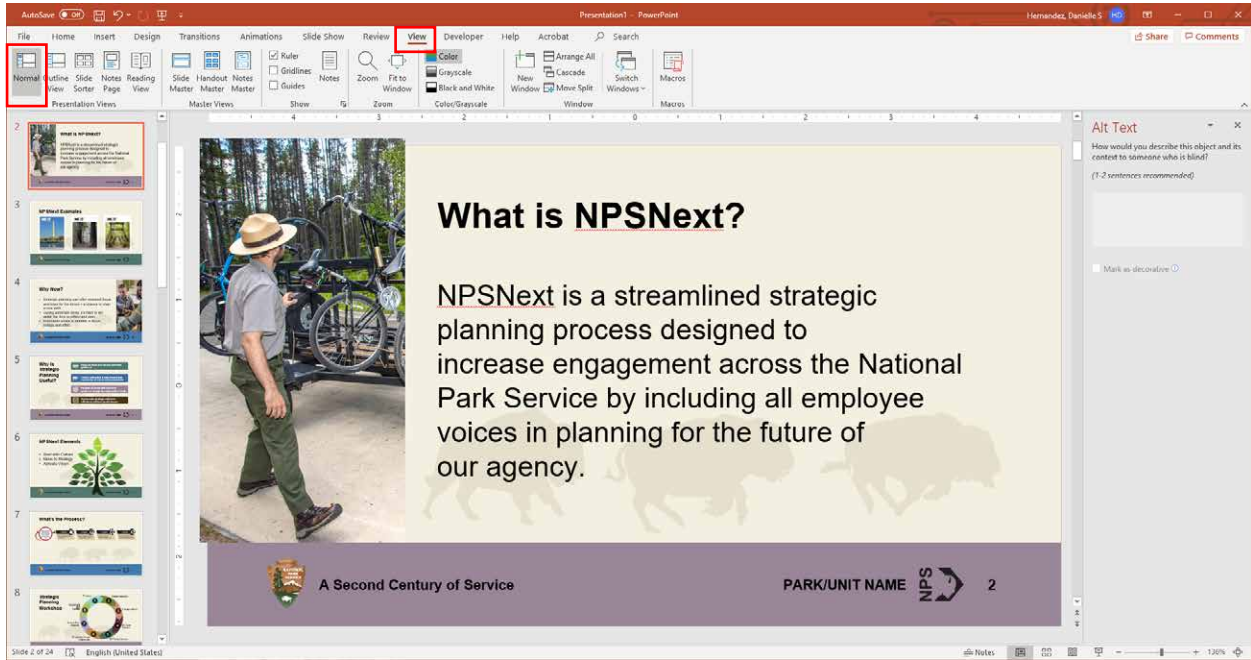


Click on the cover you want to use; select the photo you want to change; click on the Format tab; then select Change Picture; then chose the location of the photo you want to use; if the photo is on your desktop or a server, use From a File. Please make sure to change the photo on the photo slides and nothing else. These items have been carefully branded for NEXT and need to stay as they are.



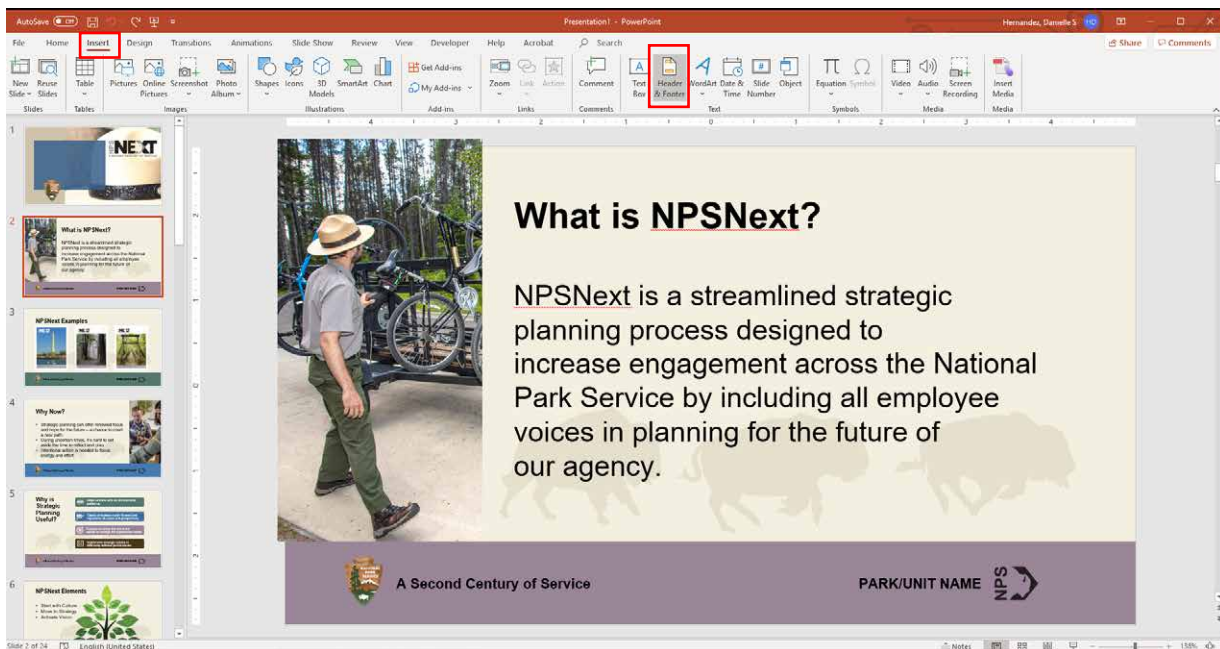
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Once the photo has been changed, go to View again and then select Normal View on the far left. Make sure you select the Cover Slide you want by selecting a new slide and right clicking Layout to select that cover slide.



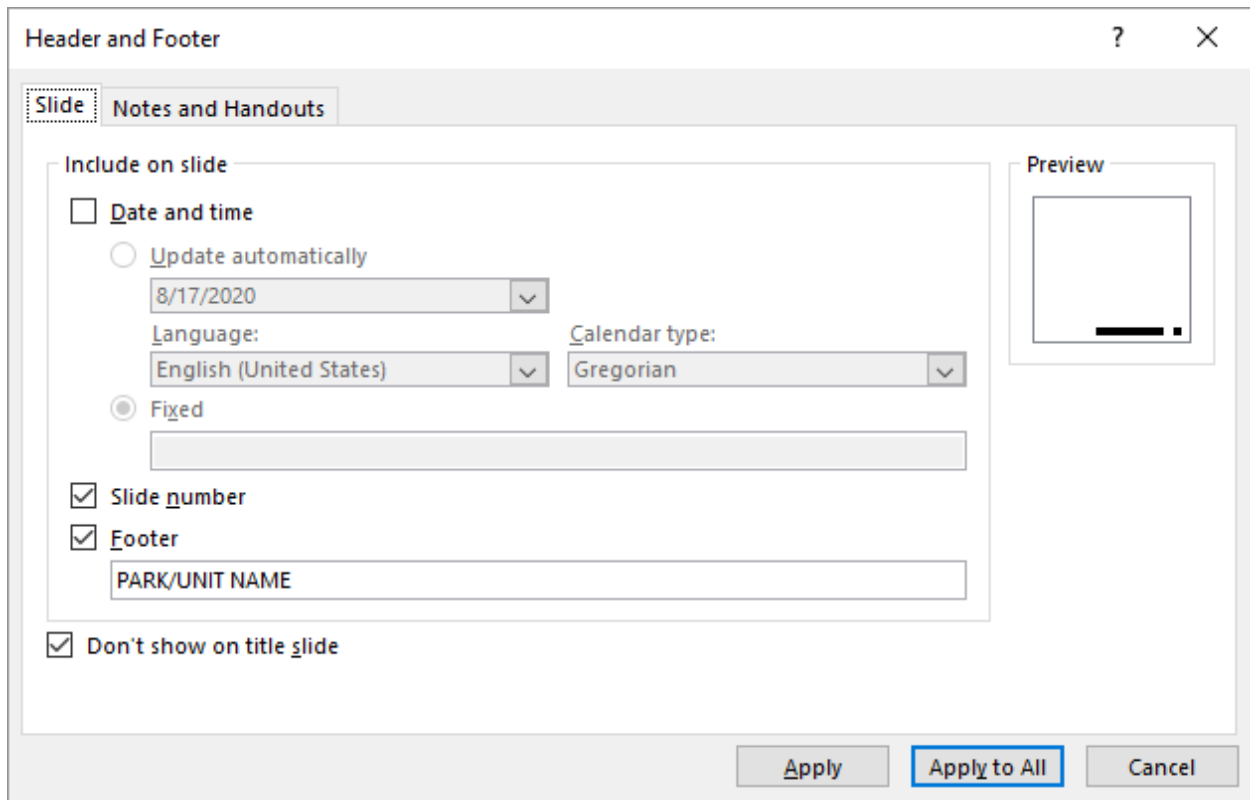
How to insert headers/footers:

Click on the Insert Tab, then Header & Footer.



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A Dialog box will pop up. Click on Slide number, Footer (this is where you can change the Park/Unit Name); then check Don't Show on title slide, then click Apply to all. There is no room on the slides for Date and Time, so that won't show up even if you click it.

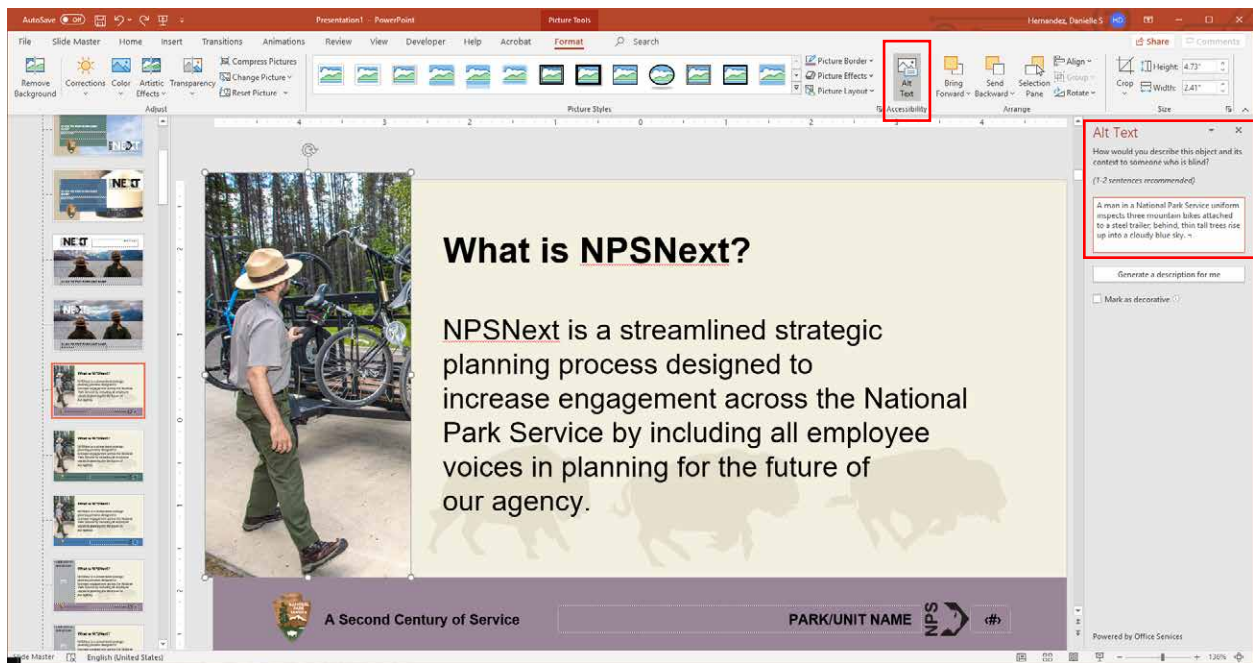


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A note about 508 Compliance:

These slides are specifically designed to be 508 compliant (including, fonts, colors, spacing, etc.); therefore, if you change or add something it may no longer be compliant. If you need help with the 508 feel free to reach out to DSC Planning to make your final PowerPoint presentation 508 compliant.

Most importantly if you put in any new photos or graphics you will need to write and add alt text for those images/graphics. Alt text describes the images through screen readers to visually impaired readers. *A tip for writing alt text:* It is different than a photo caption. Alt text describes what you see, not what you know. To add alt text to an image, click on the image (or graphic), then in the panel above to right select the Alt Text button, then enter your alt text in the space.



What is NPSNext?

NPSNext is a streamlined strategic planning process designed to increase engagement across the National Park Service by including all employee voices in planning for the future of our agency.

A Second Century of Service

PARK/UNIT NAME NPS #

Powered by Office Services

Alt Text
How would you describe this object and its content to someone who is blind?
(1-2 sentences recommended)

A man in a National Park Service uniform inspects three mountain bikes attached to a steel trailer behind, thin tall trees rise up into a cloudy blue sky.

Generate a description for me

Mark as decorative