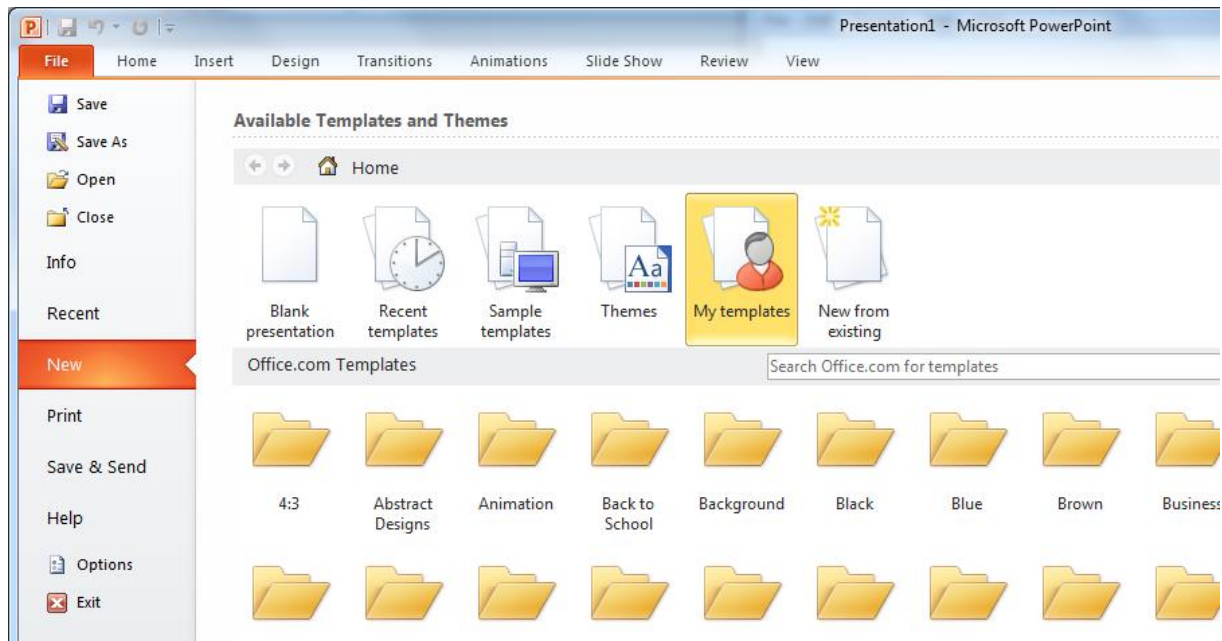


# HOW TO USE THE ILRI POWERPOINT TEMPLATE

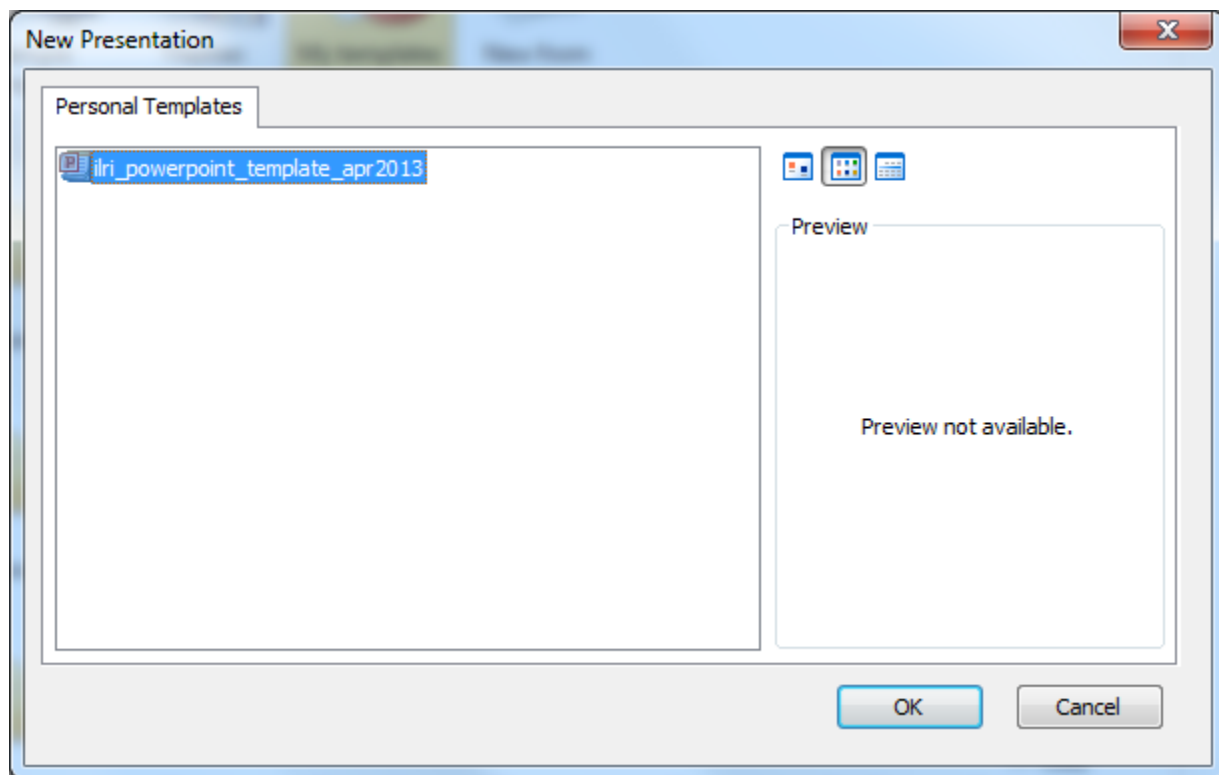
April 25, 2016

## For Microsoft Office 2010

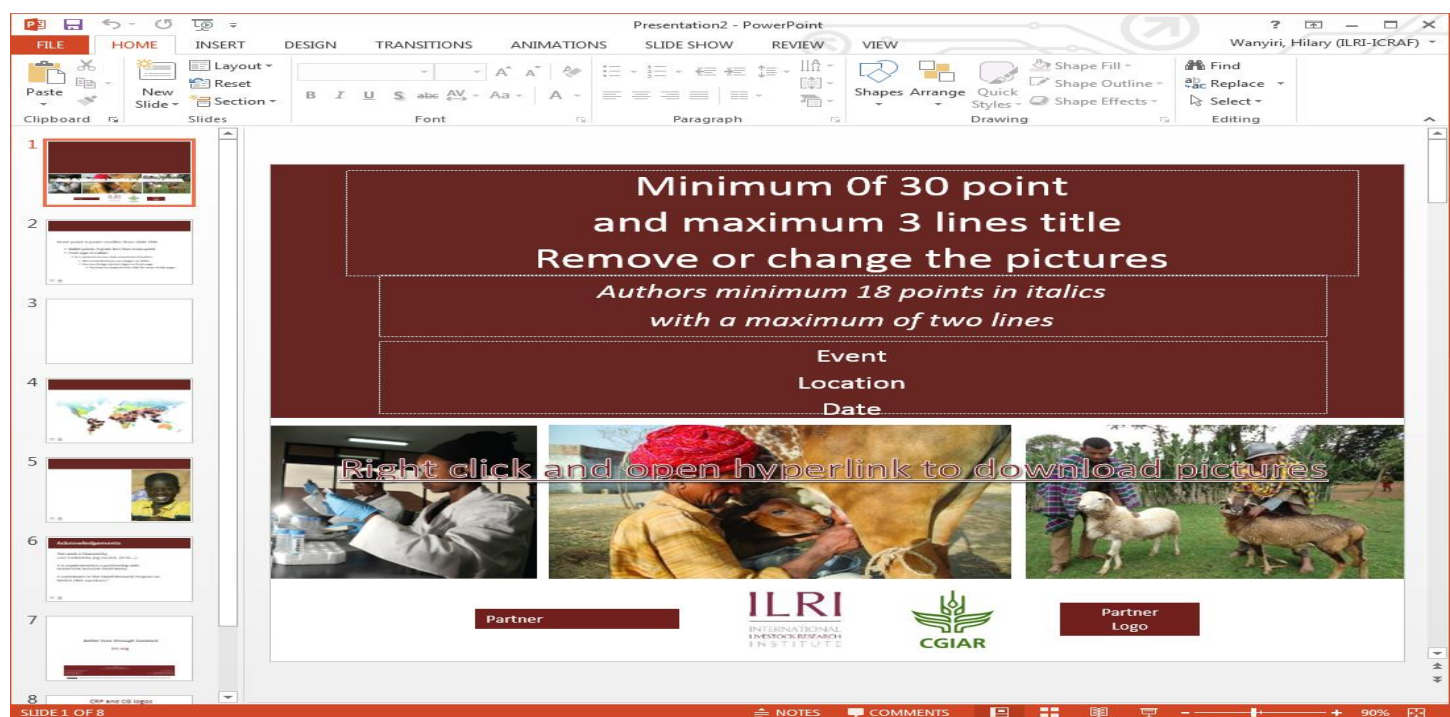
1. On Microsoft PowerPoint go to the **File Menu** and click on **New** to start a new document.
2. Under **Available Templates** tab select “**My templates**” as shown below.



3. A **New** dialog box will open
4. Under the “**Personal Templates**” tab, select “ilri\_powerpoint\_template\_mar2016” as shown below

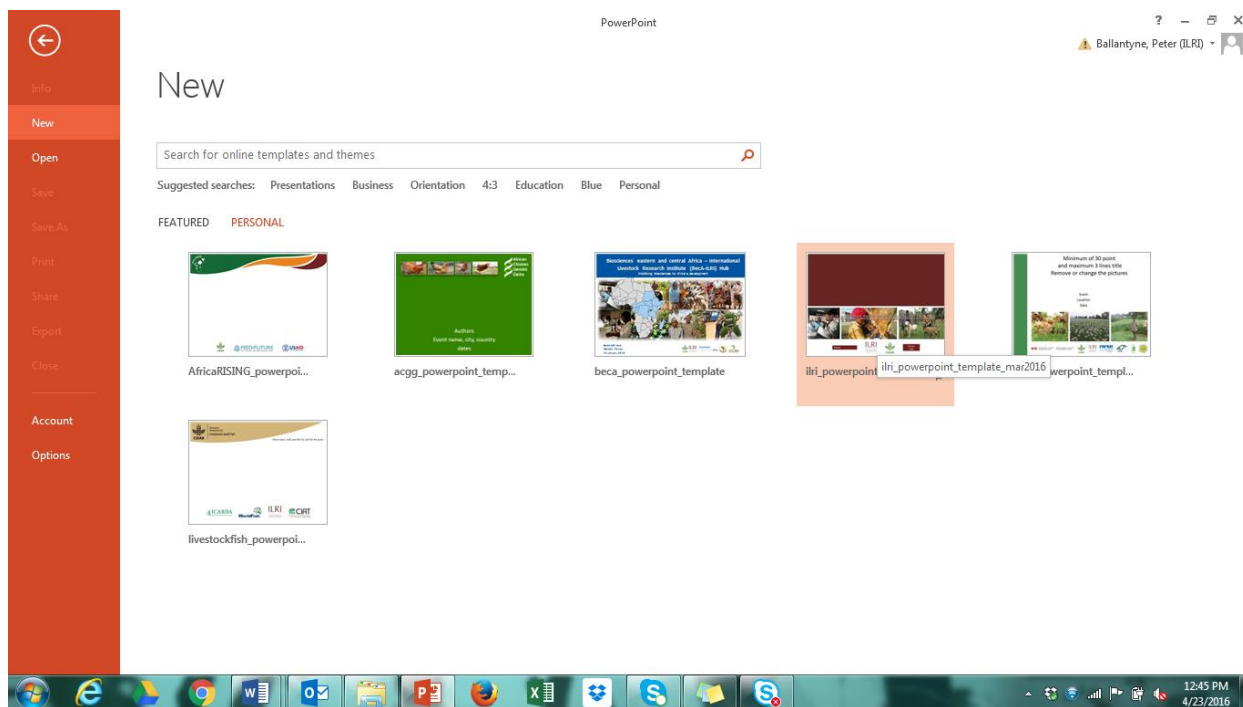


5. Click on **Ok**
6. A new Presentation based on the ILRI template opens. Click on the various sections to insert the necessary content. Save the file as a powerpoint presentation as normal.
7. Slide 7, with the updated address block and creative commons license is the only slide to change from before. All presentations MUST have this slide.
8. For any technical problems, contact [ServiceDesk@cgiar.org](mailto:ServiceDesk@cgiar.org).



## For Microsoft Office 2013

1. On Microsoft PowerPoint, go to the **File Menu** and click on **New** to start a new document.
2. Under the “**PERSONAL**” tab, select “ilri\_powerpoint\_template\_mar2016” as shown below (other project templates are also available)



3. A new Presentation based on the ILRI template (as seen below) will open. Click on the various sections to insert the necessary content. Save the file as a powerpoint presentation as normal.
4. Slide 7, with the updated address block and creative commons license is the only slide to change from before. All presentations MUST have this slide.
5. For any technical problems, contact [ServiceDesk@cgiar.org](mailto:ServiceDesk@cgiar.org)

Microsoft PowerPoint interface showing a presentation titled "Presentation2 - PowerPoint". The ribbon includes FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, and VIEW. The user is Wanyiri, Hilary (ILRI-ICRAF).

The slide content includes:

- Minimum Of 30 point and maximum 3 lines title
- Remove or change the pictures
- Authors minimum 18 points in italics with a maximum of two lines
- Event
- Location
- Date

A text overlay on the slide reads: "Right click and open hyperlink to download pictures".

The slide also features three images: a person in a lab coat, a person milking a cow, and two people with sheep. Below the images are logos for ILRI (International Livestock Research Institute) and CGIAR, along with placeholder boxes for "Partner" and "Partner Logo".

The status bar at the bottom indicates "SLIDE 1 OF 8" and "90%".