



FutureBeef presentations

How to use the template



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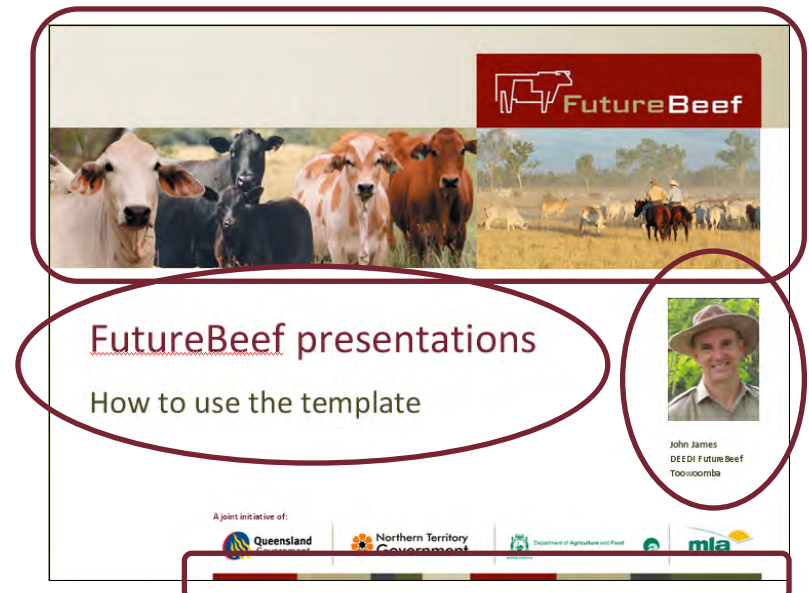
A joint initiative of:



Title page



- Add appropriate title and sub-title
- Replace presenter image and ID
- Logo, header, and footer images compulsory
- Calibri font used:
 - title (42pt red)
 - sub-title (32pt khaki)
 - presenter (10pt khaki)



Supporters page



- Use to identify other supporting organisations
- Include acknowledgement text if appropriate
- Logos are provided as examples only – add/move/delete/resize as required
- Delete slide if not relevant to presentation

Proudly supported by 



*Note: logos on this page should be changed to represent supporting organisations – the current logos have been provided as examples only.
Resize, remove or add relevant logos and/or acknowledgement text, or delete this slide if not required.
Contact info@futurebeef.com.au if you need help.*

Other pages

- Logo and footer strip compulsory
- Square image (and caption) optional
 - generic image from FutureBeef website
 - own image relevant to slide
- Calibri font used throughout:

Slide title (36pt bold red)

Optional header (28pt bold khaki)*

- Bullet text 1 (28pt black)
 - Bullet text 2 (24pt black)

*To create optional header, backspace to remove bullet point (and format font accordingly).



Preferred image size and placement. May be adjusted to suit slide content (if required)...

Text

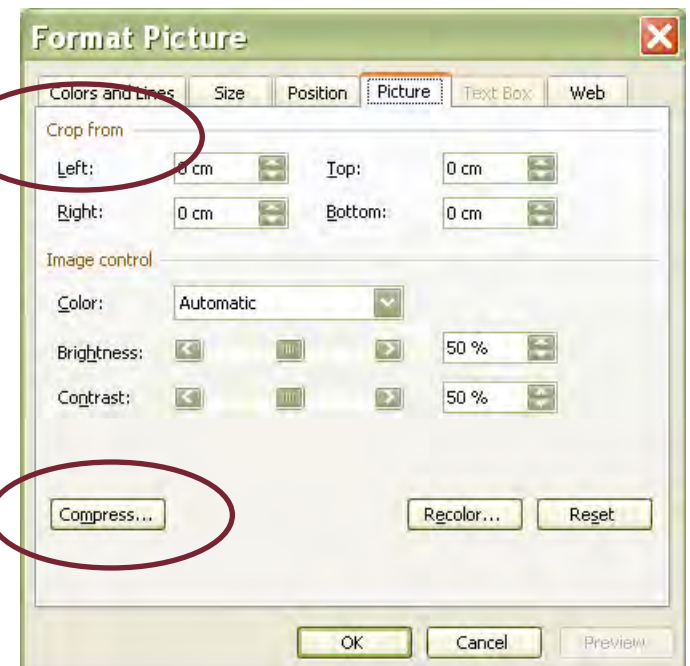
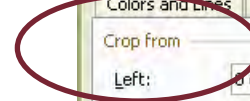
- Use sentence capitalisation
- Limit number of dot points per page
- Use clear and concise language
- If using animations, keep them consistent
- Delete yellow 'notes' textboxes

~~*Note: adjust image
and presentation details
as required.*~~

Hints and tips continued

Images

- Under logo if possible, otherwise centre or align with other content
- Compress images if file size too large
- Resize or crop if required



To adjust template logos



- Please ensure you have your manager's approval before changing any title page logos
- Title page partner logos are included in the template master to prevent accidental deletion. To change:
 - go to View > Master > Slide Master
 - select the title page template
 - replace images (ensure sizing and placement is correct)
 - select View > Normal to go back to your presentation



Note: Title page photos cannot be changed

Conclusion



- Include contacts or further information details on final slide if appropriate
- Check your presentation thoroughly

If you require assistance, contact the FutureBeef eExtension team at info@futurebeef.com.au