

# INSTRUCTIONS

## Achieve Presentation Template

This packet is your guide to using this UVU-approved presentation template. Please adhere to the standardized fonts, icons, and photography to maintain consistency and professionalism. We appreciate your efforts in ensuring that UVU maintains a coherent and recognizable identity.

### FONTS

Please download and use the presentation template, available in PowerPoint and Keynote formats. The fonts specific to this template must be downloaded and installed **before** opening the template documents.

Click the buttons on the right, which will take you to a webpage where you can download the fonts. Fonts need to be installed on your device after downloading.

DM Serif Text

Rajdhani

### ICONS

Icons for all presentations should come from the UVU-approved icon library. This library is in the included files for this presentation template. Icons reduce the need for block text and can make the content in a presentation easier to digest.



### PHOTOGRAPHY

It is recommended that photos for all presentations should come from the UVU photo library found at <https://uvumarketing.photoshelter.com/galleries>.

NEED ADDITIONAL SUPPORT? Send an email to [jody.birch@uvu.edu](mailto:jody.birch@uvu.edu)



# PowerPoint FAQs

## How to edit data in a graph or chart

1. Select the chart on the slide you want to change. Click on the Chart Tools tab at the top of the PowerPoint window. Under the Chart Tools tab, you will see a Design tab.
2. On the Design tab, in the Data group, click Edit Data.
3. To edit data in PowerPoint, click Edit Data. This will open a window from your spreadsheet. Or to edit data directly in Excel, click Edit Data in Excel.
4. Make your changes to the chart or graph, and the changes will be reflected in the chart in PowerPoint.

## How to copy and paste text into the presentation to keep the template formatting

1. Right-click and highlight the text you want to copy, then click Copy.
2. To keep the original template formatting, click the arrow next to the Paste button, under the Home tab, then click Keep Source Formatting.

## How to replace an image

1. Click the picture you want to replace.
2. Click the Picture Format tab, then click Change Picture.
3. Browse for your new picture, then double-click to select it. Your picture will now replace the old image.

## How to replace an icon

1. Click the icon you want to replace.
2. Click the Picture Format tab, then click Change Picture.
3. Browse for your new icon, then double-click to select it. Your new icon will now replace the old icon.

## How to duplicate the presentation template slides

1. Right-click on the slide(s) you want to duplicate, then click Copy.
2. To keep the original template formatting, click the arrow next to the Paste button, under the Home tab, then click Keep Source Formatting.

## How to delete slides you don't need

1. In the panel on the left, right-click, then click Delete Slide.

## How to rearrange slides into a new order

1. In the panel on the left, click the slide you want to move, then drag it to the new position.

# Keynote FAQs

## How to edit data in a graph or chart directly in Keynote

1. To edit the data in a graph or chart, first open the Chart Data Editor and enter your new data. As you edit the data, changes will be reflected in the graph or chart.
2. To open the Chart Data Editor and edit the data, select the chart.
3. Click Inspector in the toolbar, then click Chart Inspector, then click Edit Data.
4. Select the table cells in the Chart Data Editor and type your new data into the cells.

## How to edit a graph or chart in a Numbers document, then have the changes reflected in Keynote

1. If you have created a graph or chart in Numbers, you can change the data in Numbers. Open the original Numbers document and edit the data there, then save the Numbers document.
2. Refresh the chart data in Keynote by selecting the chart on the slide canvas, then click the Refresh button that will appear.

## How to copy and paste text into the presentation to keep the template formatting

1. Highlight the text you want to format.
2. In the Edit tab at the top, click Copy, then click Paste and Match Style.

## How to replace an image

1. Click on the image you want to replace, then in the Format sidebar, click the Image tab.
2. Click Replace, then select your new image. The new image will retain the dimensions of the original image.

## How to replace an icon

1. Click on the icon you want to replace, then in the Format sidebar, click the Image tab.
2. Click Replace, then select your new icon. The new icon will retain the dimensions of the original.

## How to duplicate the presentation template slides

1. Right-click on the slide you want to duplicate, then click Duplicate.

## How to delete slides you don't need

1. Right-click on the slide you want to delete, then click Delete.

## How to rearrange slides into a new order

1. In the panel on the left, click the slide you want to move, then drag it to the new position.