

Directions for using the PowerPoint Template

- The PowerPoint file is intended for your own customization. The first and last slides have room for your name, agency name and contact information. Insert your agency's logo in the lower right hand corner on the "master slide." This will cause it to appear on every slide in the show.
- Slides 10-13 are blank and ready for your own information. If you don't want to use them all, or if you want more slides, please delete and/or add slides to fit your purpose.
- If you don't want to use one of the public health slides already in the show, you can use the "hide slide" function.
- If you use the PowerPoint show as a handout, make sure your handouts are readable. Printer quality varies greatly. If your printer is not creating a readable handout, see if you can use a laser printer or have digital copies made at Kinko's. You can select "pure black and white" in the PowerPoint print box to create black and white handouts.