



Annual Meeting PPT Template Guidelines

The CAP provides presenters with a PowerPoint (ppt) template to assist in creating an attractive and vibrant presentation for the Annual Meeting. This template will ensure that there is consistency within individual and group presentations.

We are happy to convert your presentation to the Annual Meeting Template; however, you may use the following guidelines to apply the Template yourself.

[How to Convert Your Existing Presentation to the Annual Meeting Template \(Reuse Slides\)](#)

[How to Convert Your Existing Presentation to the Annual Meeting Template \(Browse for Themes\)](#)

[How to Use the Annual Meeting Template for Your New Presentation](#)

How to Convert Your Existing Presentation to the Annual Meeting Template (Reuse Slides)

1. Use the link on the [Faculty Resources](#) webpage to download the Annual Meeting (16:9) Template.
2. Save the template to your desktop.
3. Open the file that contains the existing slides.
4. Click the thumbnail pane and then select the slides you want:

To select this

All slides

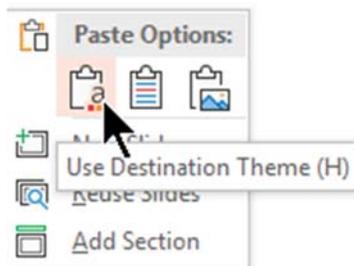
A subset of the slides

Do this

Press Ctrl+A

Press and hold Ctrl while you click the individual slides you want to select

5. Copy the selected Slides (Ctrl+C).
6. Open the Annual Meeting (16:9) Template file, right-click the thumbnail pane, and under **Paste Options** select **Use Destination Theme**:

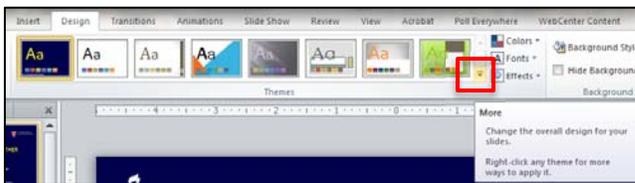


All the copied slides are inserted in the new presentation.

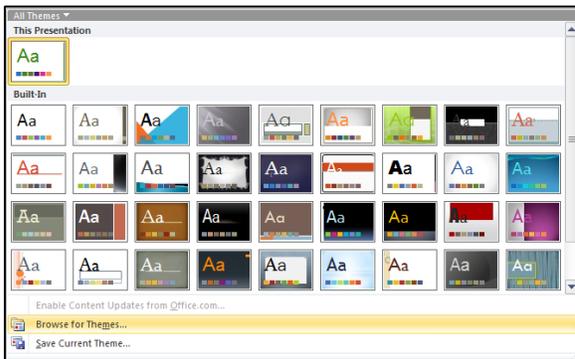
11. Be sure to thoroughly review your presentation before sending it to the CAP.

How to Convert Your Existing Presentation to the Annual Meeting Template (Browse Themes)

1. Use the link on the [Faculty Resources](#) webpage to download the Annual Meeting (16:9) Template.
2. Save the template to your desktop.
3. Open your existing presentation. Ensure it is in 16:9 already.
4. On the **Design** tab, in the **Themes** group, click the  (more) button.



5. Click **Browse for Themes**.



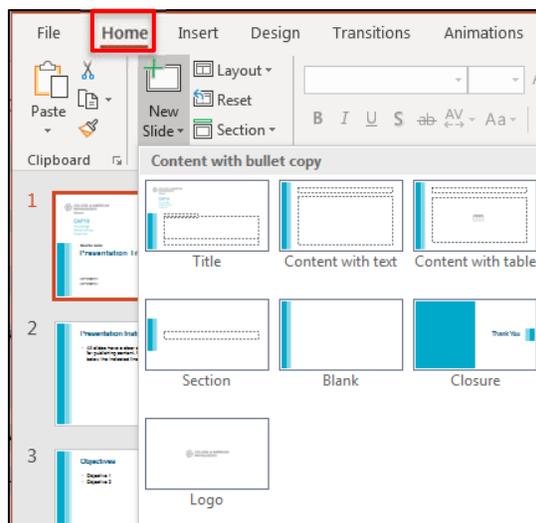
6. Locate the CAP template on your desktop and click **Apply**.



7. Be sure to thoroughly review your presentation before sending it to the CAP.

How to Use the Annual Meeting Template for Your New Presentation

1. Use the link on the [Faculty Resources](#) webpage to download the Annual Meeting (16:9) Template.
2. Save the template to your desktop.
3. Open the Annual Meeting Template by double clicking on it from your desktop.
4. On the **Home** tab of the ribbon, in the **Slides** group, click the arrow below **New Slide**, and then select the desired slide layout.



5. Be sure to thoroughly review your presentation before sending it to the CAP.