

**Power Point Template Instructions**

Written for Microsoft Office 2011 on Windows. For all other systems and versions instructions may vary.

**Instructions**

Step 1: Download the ***ENA Power Point Template*** from the ENA Brand Center and open it in Microsoft Power Point.

Step 2: On the top menu click on “*View*”, and then click on “*Slide* *Master*”.

Step 3: Click on the ENA logo and right click to select “*Change Picture*”.

Step 4: Find your state or chapter logo and click “*Insert*”. Your logo should replace the ENA logo in the exact size and location. ***Tip:*** use the “\_web.jpg” file for best results.

Step 5: Select the next slide and repeat Steps 3 and 4 until all the ENA logos have been replaced with your state or chapter logo.

Step 6: Click on “*Close Master View*”.

Step 7: Go to “*File*”, click “*Save As*”, select in the “*Save as Type*” “PowerPoint Presentation”, name your new template as “State or Chapter Name” PPT Template, and click “Save”. *TIP:* *This will allow you to always have a copy of your new PPT Template and help easily share with your state or chapter when needed.*

Step 8: Proceed with creating your Power Point presentation as planned.

Step 9: Go to “*File*”, click “*Save As*”, select in the “*Save as Type*” “PowerPoint Presentation”, name your completed presentation with a new name, and click “*Save*”.