

Guide to Using the Google Presentation Template

University Health Services Marketing has developed a presentation template to ensure consistency and brand continuity. Below is a how-to guide on how to access and use this template. If you have questions or run into issues, please email uhsmarcomm@tamu.edu.

1. Access the Presentation Template link provided by Marketing. This will open a presentation template housed within a Google folder (file name: **UHS-Presentation-Template_Editable Version**).
2. Please **DO NOT** use this version of the presentation. Instead, once it is open, immediately go to the File dropdown menu in the presentation, hover over **Make a Copy** and select **Entire Presentation**.
3. In the pop-up window that will appear, you can then rename the copy to the presentation title of your choice. You can also now save this presentation to your Google Drive or another Google folder. Select the button under Folder and navigate to the location of your choice.
4. Once you have saved the copy, it should open as a new tab in your browser. Ensure that you close the **UHS-Presentation-Template_Editable Version** tab before continuing.
5. You are now able to customize the content of your presentation.
6. *Photo Use:* The last few slides of the presentation template have a collection of photos that you can use throughout the presentation. The photo collage you see on these slides are low resolution photos. To get access to high resolution photos, navigate to those photo slides and click on the link provided near the top to request access. Once you have been granted access, you will see the photos categorized by facility within the Google Drive. Feel free to save and place throughout your presentation as appropriate. If you need photos that are not included in the presentation, contact the marketing team at uhsmarcomm@tamu.edu.