

This template was created to provide the MCC Community with the ability to prepare and maintain their own college branded presentations.

This document will guide you through the steps necessary to update the contents of this template. Marketing Communications created this template using MS PowerPoint. All fonts have been selected to compliment the college's existing visual identity. The background image may not be changed or removed from the template without Marketing Communications' approval.

Special sets of master slides have been created to make updating the presentation easier.

If you have any questions about this template, please email marketing@middlesex.mass.edu.

With MS PowerPoint open on your computer, Select Open from the File menu and then locate the file **myMCC_PPT_Template.pptx**. Once the file is open on your computer, follow the steps below to update existing content and add new information.

1 Updating Existing Content: To update existing information within the document, highlight the words that need to change and type in the correct information. The master slides automatically format your text to the correct specifications.


2 Adding New Content: To add additional copy to the report, place your cursor where you would like to add the new copy and then type the new information in. You can also copy and paste the new information from another word document, an email or the web. To do so, copy the information you need to add and place your cursor in the document where you would like to put your selection. Then choose Edit from the menu at the top of the screen and select Paste Special, and then select Unformatted Text. To add a picture, with your mouse right click on one of the image placeholders in the template and select Change Picture from the menu. Locate the file on your computer that you would like to use and click Insert. You can download images sized for this template from www.middlesex.mass.edu/marketing

3 Saving Your File: Once your edits have been made, select Save As from the File menu. Make sure to update the file name with the name of the report and the revision date [for example: `staff_presentation_2016.pptx`].

MCC PowerPoint Presentation

Instructions for Using The Template










Student Success Starts Here

Title Slide Option 1

Sub Heading





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Student Success Starts Here

Sub Heading

TITLE SLIDE OPTION 2





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- Content

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Student Success Starts Here

Heading

- CONTENT
- CONTENT

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Student Success Starts Here

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Content

- Content

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