

# GENERAL INSTRUCTION FOR MATRIX SLIDE TEMPLATES

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Instructions pertain to all MATRIX slide versions:

- International Audience Template
- Kenya Only Audience Template
- South Africa Only Audience
- USA Only Audience
- Zimbabwe Only Audience



# How to Insert a New Slide


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## Two Methods

**Method #1** – To create an exact copy of the selected slide, including guide text:

- 1) In the left slides panel, right click on the slide with a similar or the same format you would like to use for your new slide. Click on “Duplicate” in the drop down menu. The new slide will appear immediately under the slide you selected.
- 2) To move the new slide’s order in your presentation, click on your new slide in the left panel. While holding the mouse button down drag the slide up or down the column. Release the mouse button to place the slide.

**Method #2** – To create a copy of the selected slide’s *format* without the guide text:

- 1) A. Click the “New Slide” button  located in the top menu bar. *NOTE: This will create a new slide based on the last slide you had selected.*  
B. Or, In the left slides panel, right click on the slide with a similar or the same format you would like to use for your new slide. Click on “New Slide” in the drop down menu. The new slide will appear immediately under the slide you selected.
- 2) To move the new slide’s order in your presentation, click on your new slide in the left panel. While holding the mouse button down drag the slide up or down the column. Release the mouse button to place the slide.

# Title Using White Tahoma 38 Font

Double click in text  
box to add title.

## Subtitle Using White Tahoma 24 Font

Double click in text  
box to add name,  
organization,  
location and date.





ALTERNATE COVER SLIDE IF YOU WOULD LIKE TO ADD YOUR INSTITUTION'S LOGO.

# Title Using White Font

To insert a logo after downloading it to your computer: Click Insert, click Picture, click This Device, click the logo file you wish to insert.

To resize a logo: Click on the logo, while holding down the shift key click on a white circle surrounding it then drag your mouse to resize.

# Subtitle Using White Tahom

Your logo cannot be more visually prominent than the PEPFAR, USAID or MATRIX logos.

Your logo must be:

- Placed underneath the PEPFAR, USAID and MATRIX logos.
- Horizontal logo alignment options for your logo:
  - a. Centered between the span of PEPFAR, USAID and MATRIX logos.
  - b. Left justified. It cannot be aligned further left than the PEPFAR logo.
  - c. Right justified. It cannot be aligned further right than the MATRIX logo.
- The box below illustrates the minimum space allowable below the PEPFAR and USAID logos.



# General Slide Creation Tips

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- Avoid putting too much text into one slide (ex. this slide)
- Keep the slides relatively simple
- 3-5 "points" & 25-30 words per slide are good maximums
- Keep the number at a minimum
- A 10 minute talk = about 10 slides
- To delete a slide, right click on slide in left panel then select "Delete Slide"
- To insert a new slide, right click on slide in left panel whose style you would like to duplicate then select "Duplicate Slide"

# The title can accommodate two rows.

## >2 rows will reduce readability

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- For bullet points, use the 6 x 6 Rule
  - One thought per line
    - No more than 6 words per line
      - No more than 6 lines per slide
        - Allows up to 5 levels each levels reduces in size 2 pts.  
First level size uses Tahoma 24

# Acknowledgements

*This program was made possible by the generous support of the American people through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID).*

*The contents in this presentation are those of the presenter and do not represent the views of the U.S. Agency for International Development or the U.S. President's Emergency Plan for AIDS Relief.*



Do not remove or alter MATRIX source of funding text & disclaimer in any way.

This example Acknowledgements slide uses the PEPFAR Audience in Zimbabwe logo for illustration purposes only. Please use the PEPFAR logo within your downloaded MATRIX Slide Template.

Logos cannot be altered in any way including, but not limited to adding/removing logos (including different versions of any logos displayed on your downloaded MATRIX Slide Template's Acknowledgements slide), reducing/enlarging logo sizes, or changing logo fore/background colors.

White space surrounding logos cannot be reduced.

# Acknowledgements

If further acknowledgements are necessary beyond the full MATRIX partners Acknowledgements slide an additional acknowledgement slide can be used.

Logos added to this additional Acknowledgements slide cannot be more visually prominent than the PEPFAR, USAID and MATRIX logos on the full partners Acknowledgements slide.