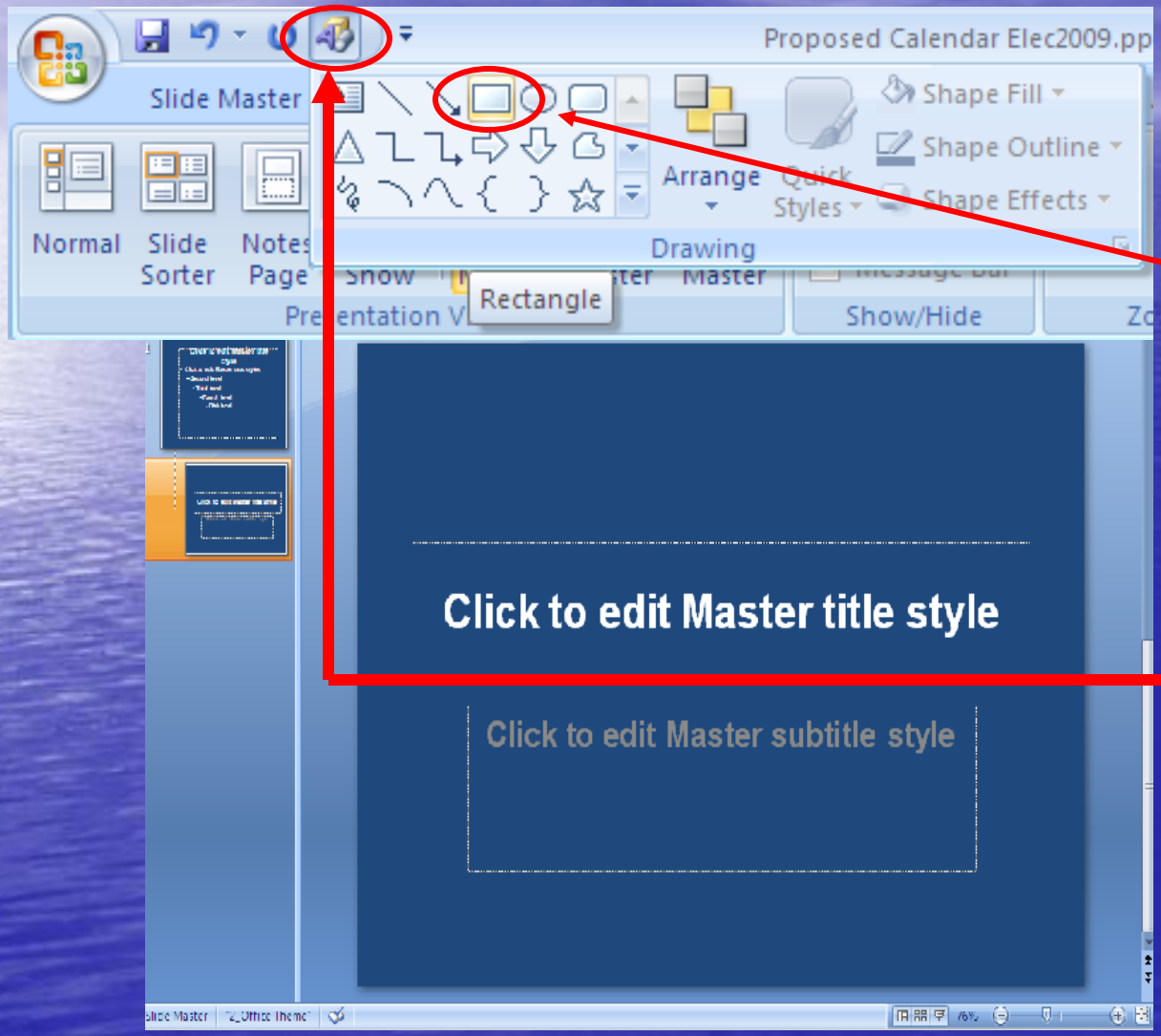
Creating the Red Box

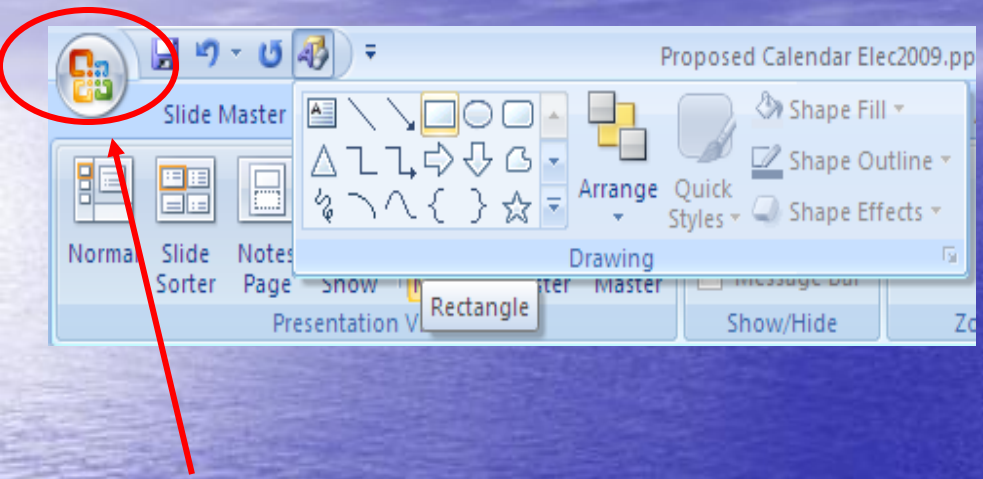
Presentation Standards

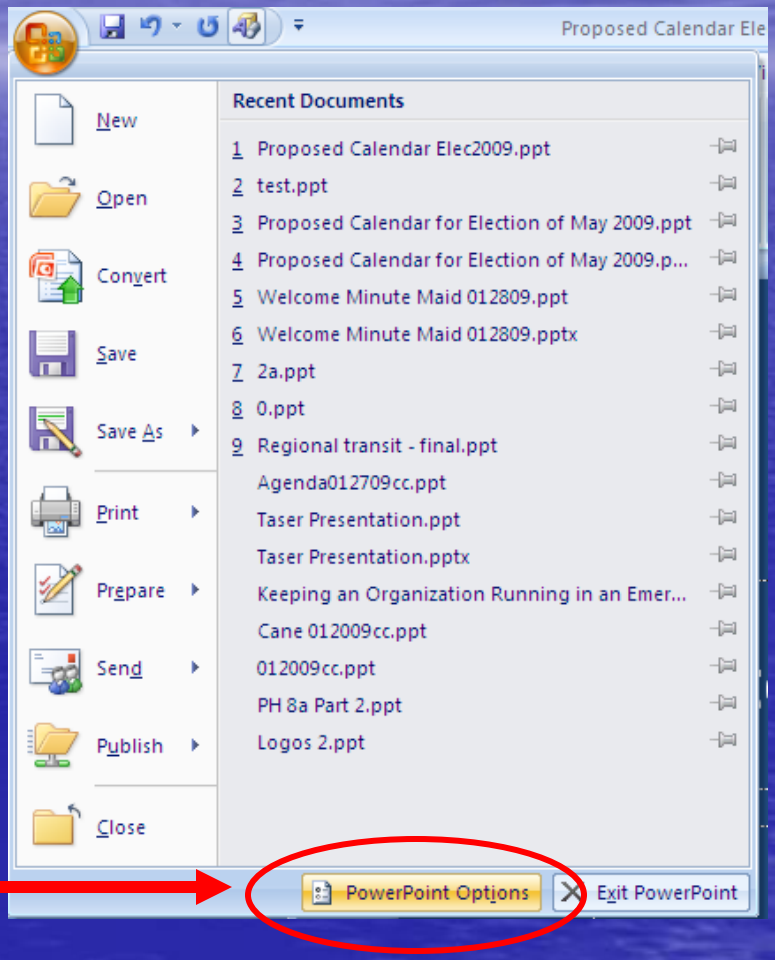
Creating the Rectangle Box



- You will need to draw a Box using the Rectangle Tool
- **Please see next page** to add the Drawing tool to your Quick Access toolbar

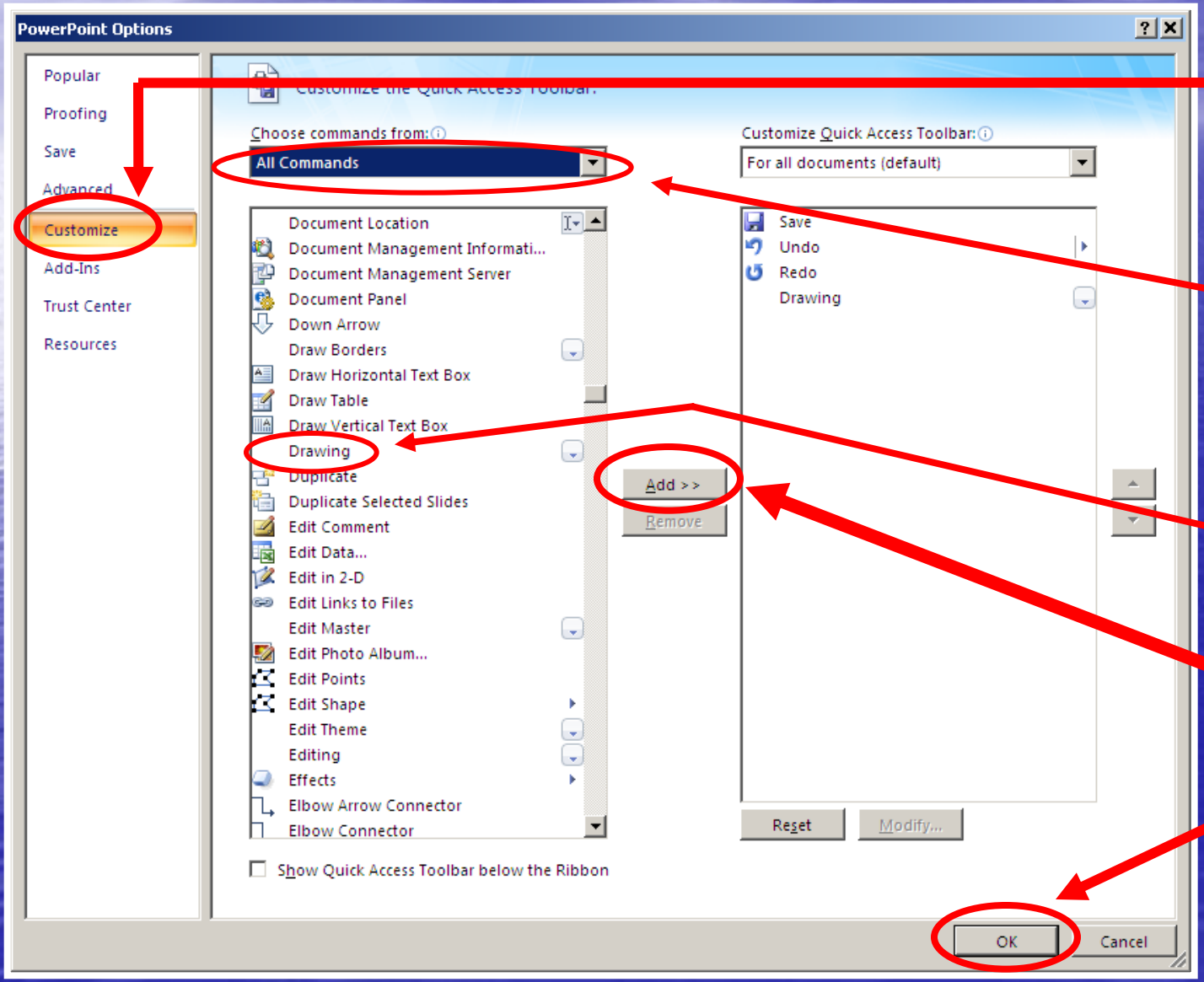
Adding the Drawing Tool to Your Quick Access Toolbar





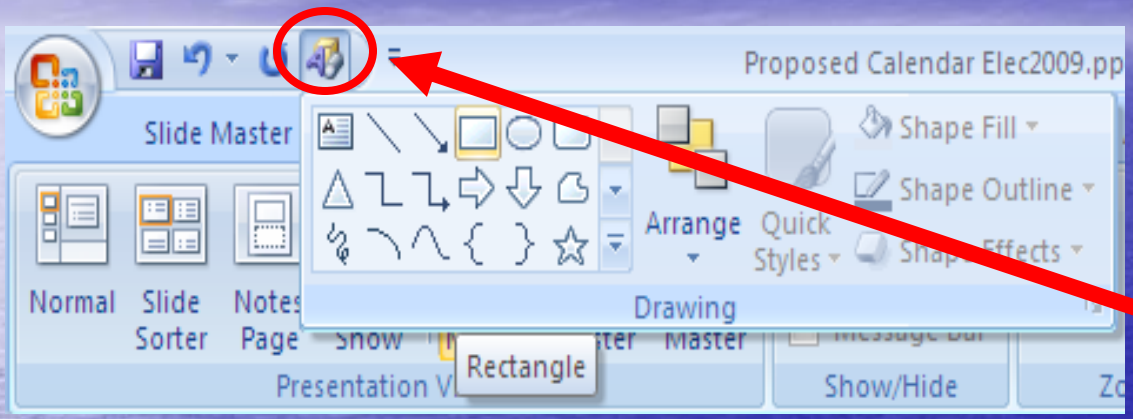
- Click on the Office Button (top left corner)
- Scroll down to the bottom menu & click PowerPoint Options

Adding the Drawing Tool to Your Quick Access Toolbar - (cont.)



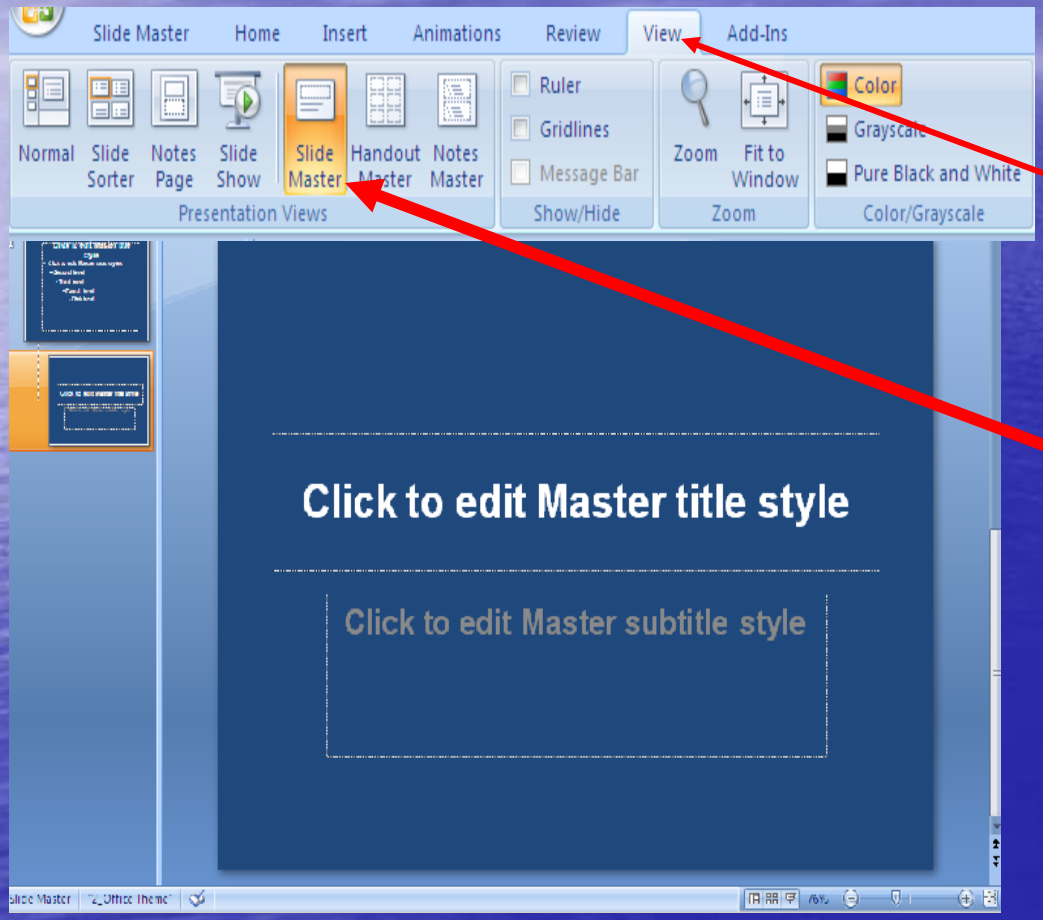
- Click on Customize
- From Choose Commands options - select <u>All Commands</u>
- Scroll down until you see the word <u>Drawing</u> and click on it.
- Click on <u>Add>></u>
- Then click the ok button

Adding the Drawing Tool to Your Quick Access Toolbar - (cont.)



- You should see the Drawing tool on your quick access toolbar

Creating the Red Box in PowerPoint 2007



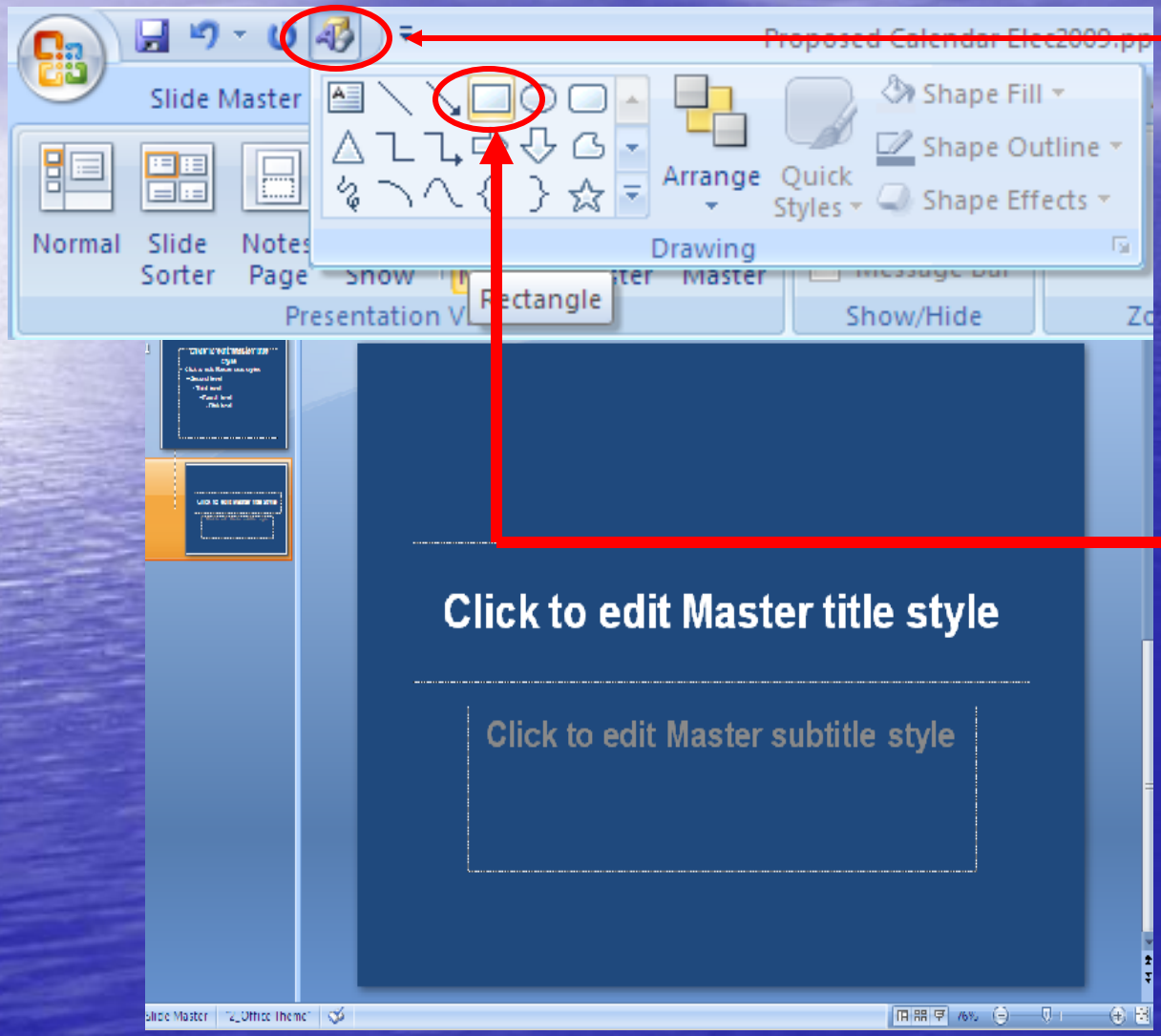
- **Next…**
  Click on **View**
- Click on **Slide Master**

Check Font Size In Master Slide

- Title Size – 40 and Bold
- Text Size – 30 and Bold
- Bold Everything in Master Slide & PowerPoint!!!!

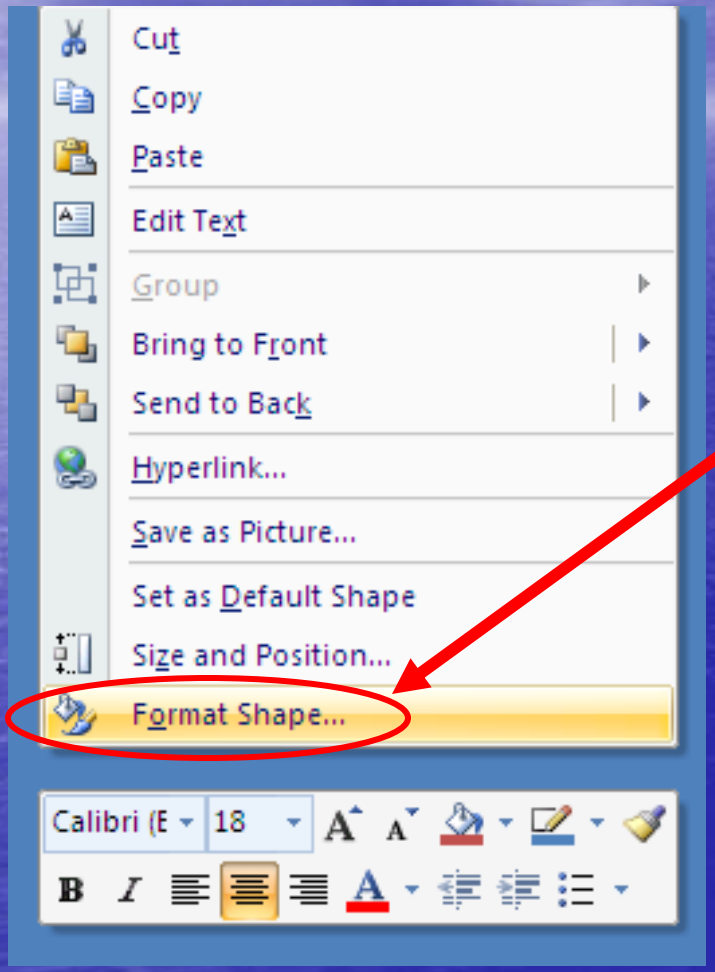
(Only these two fonts on the Master slide)

Creating the Rectangle Box



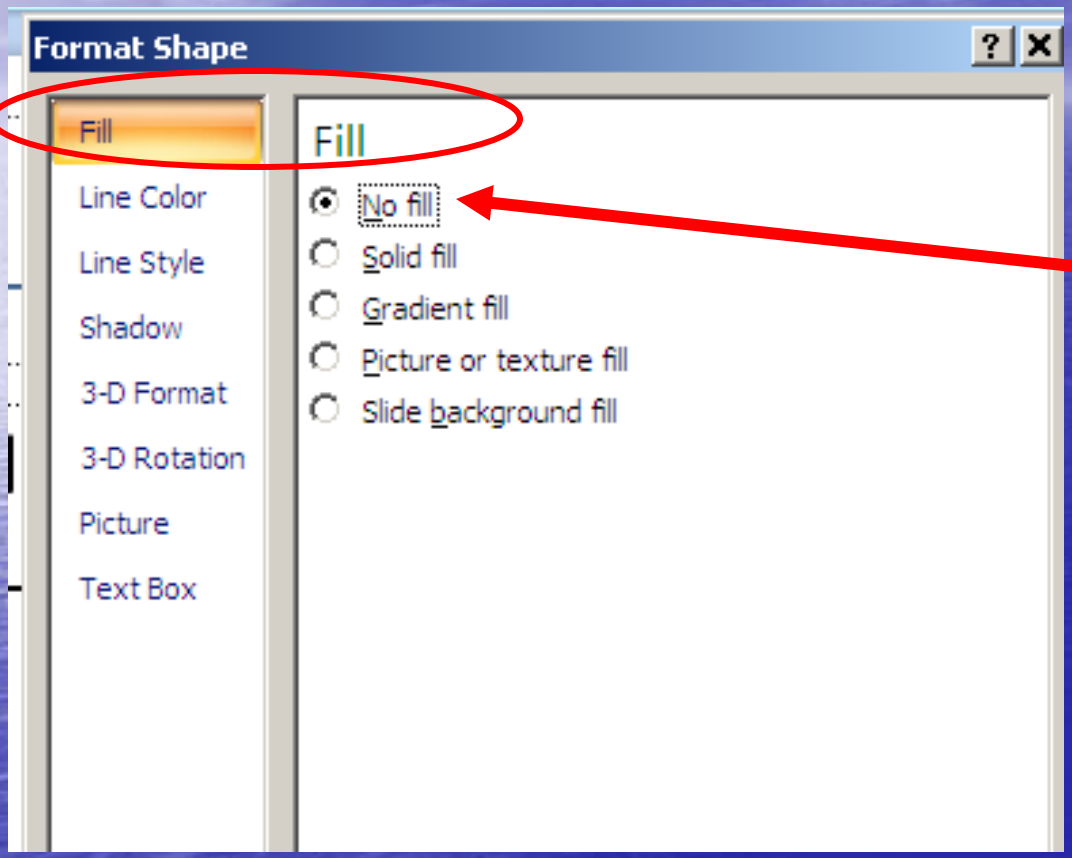
- From the Quick Access toolbar, click on the Drawing tool
- Draw a Box using the Rectangle Tool
- **To create the box, click and drag mouse across the slide**

Format Colors & Lines



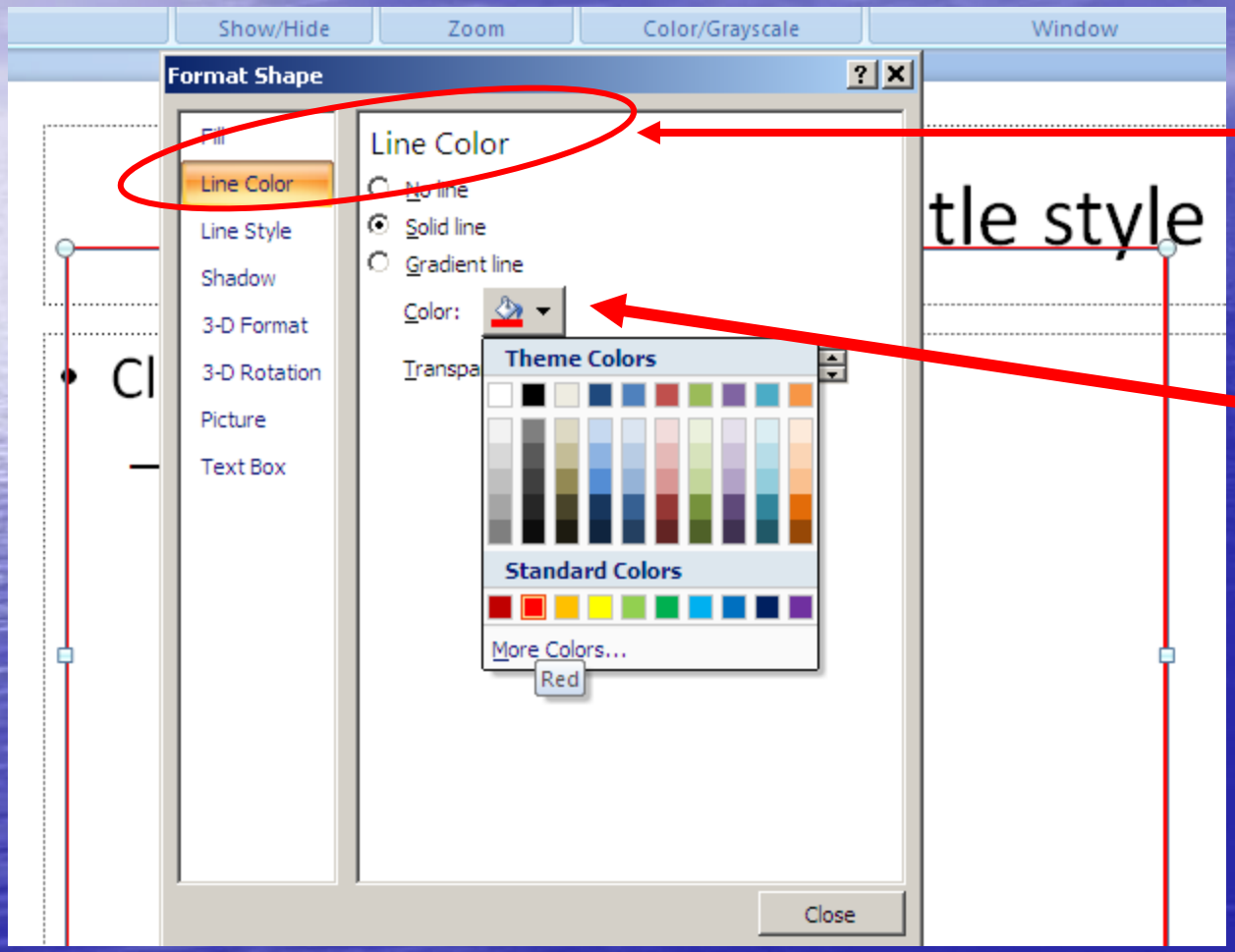
- Right click on the box and click **Format Shape**

Format Colors & Lines (cont.)



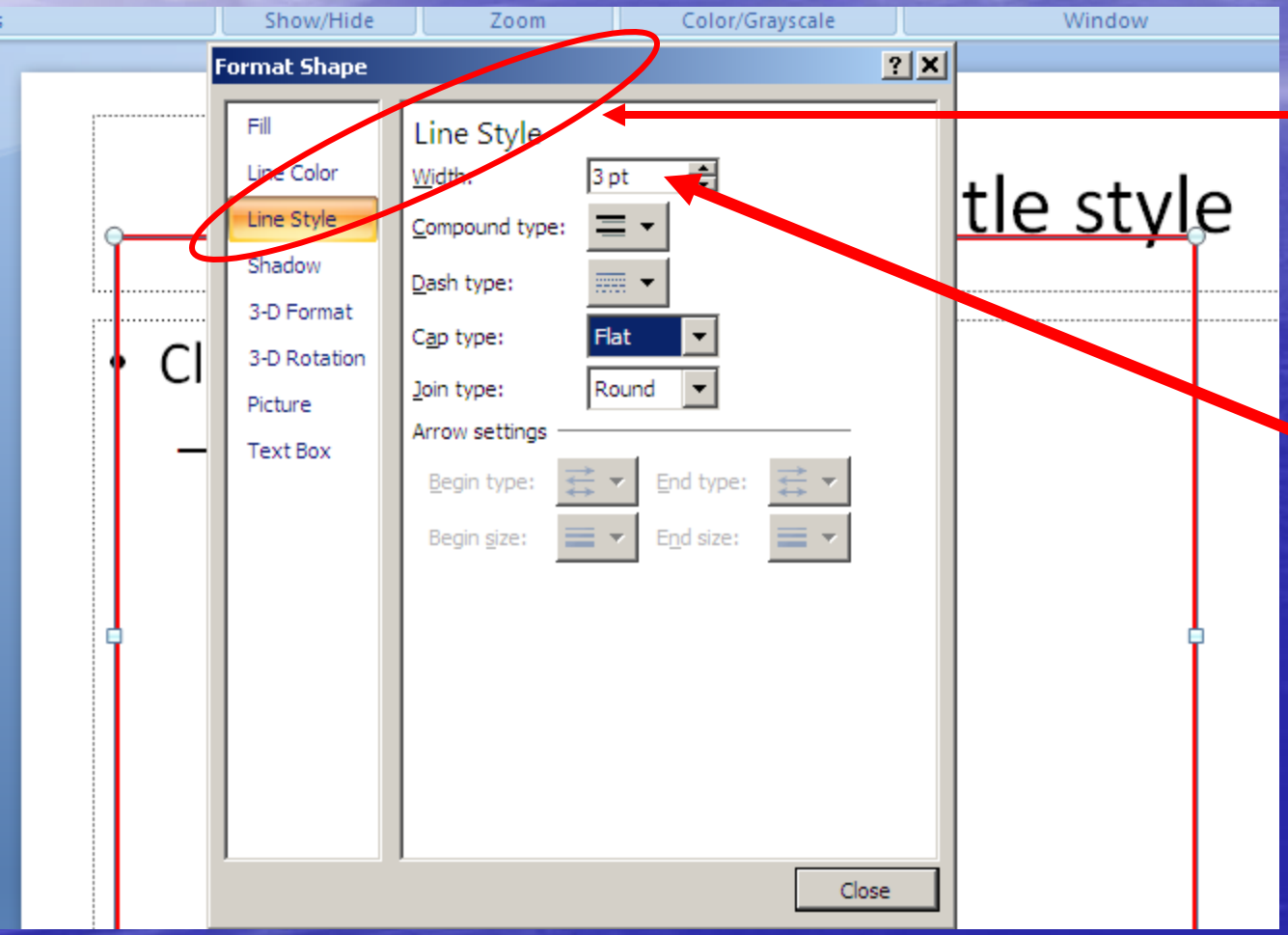
- Click the **Fill tab** and set Fill Color to **No Fill**

Format Colors & Lines (cont.)



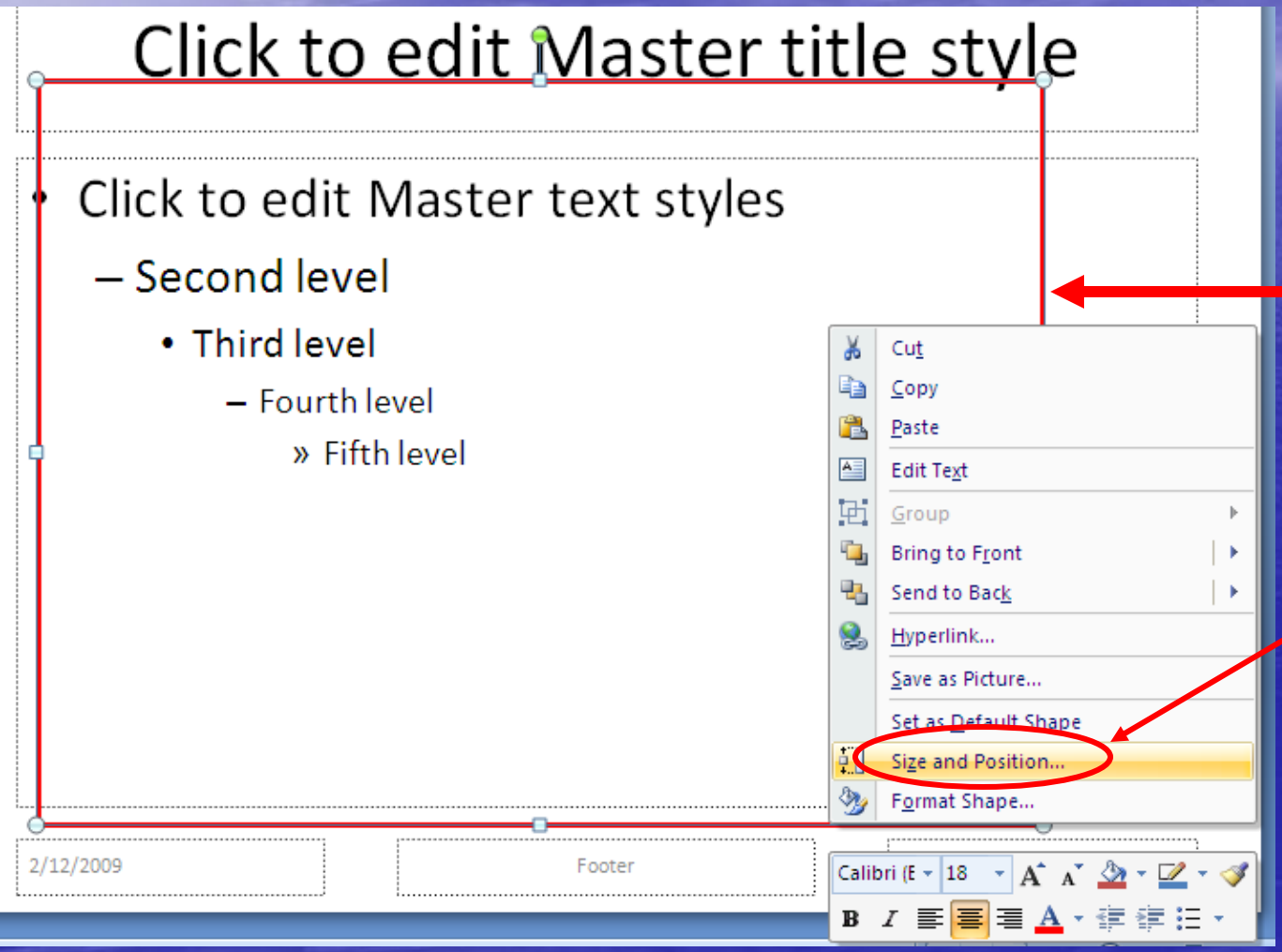
- Click the **Line Color tab** and set <u>Line Color</u> to **RED** and make sure **Solid line is selected**

Format Colors & Lines (cont.)



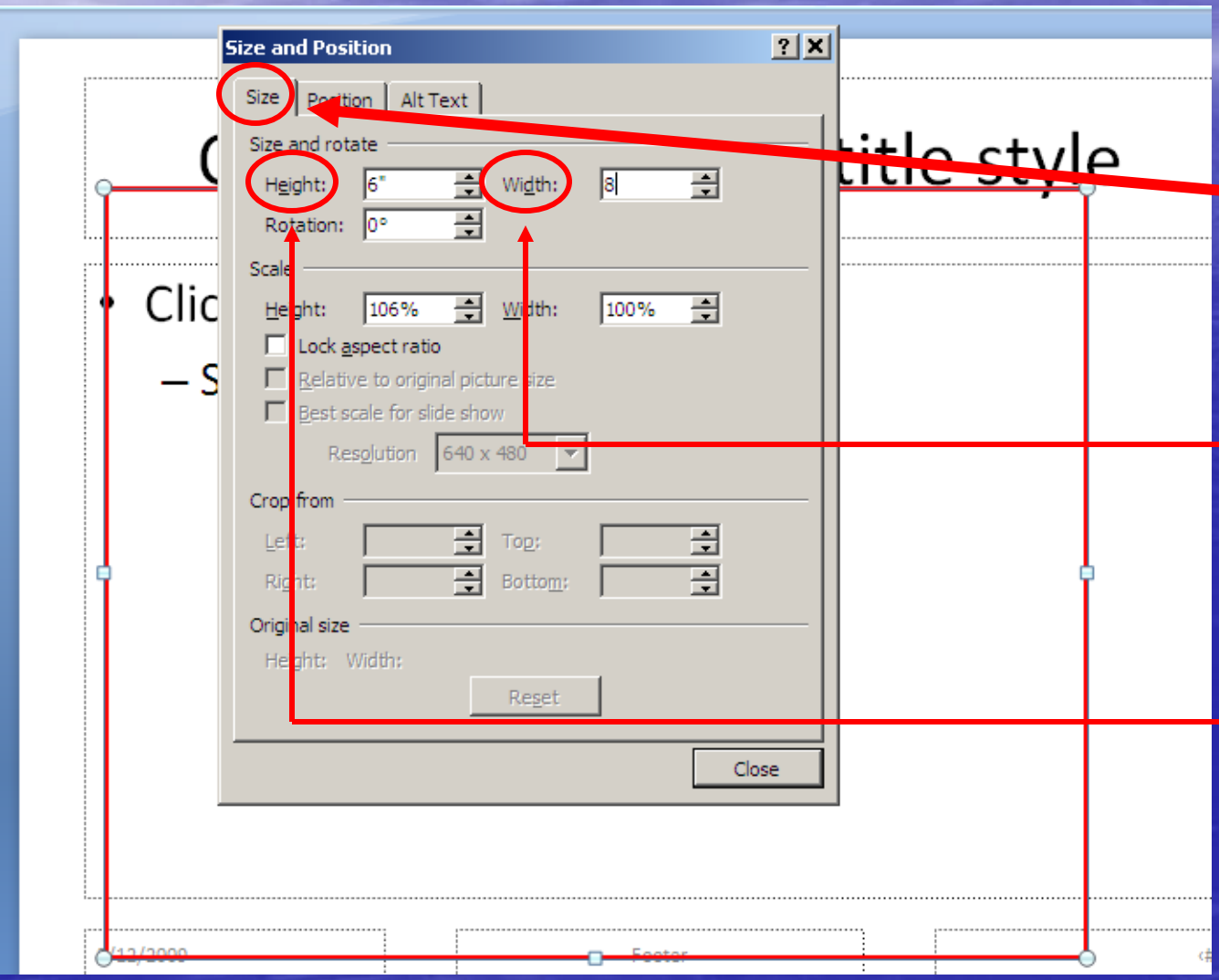
- Click the **Line Style tab** and set Line Style to Width to **3 pt** for high visibility
- Click **close**

Format Colors & Lines (cont.)



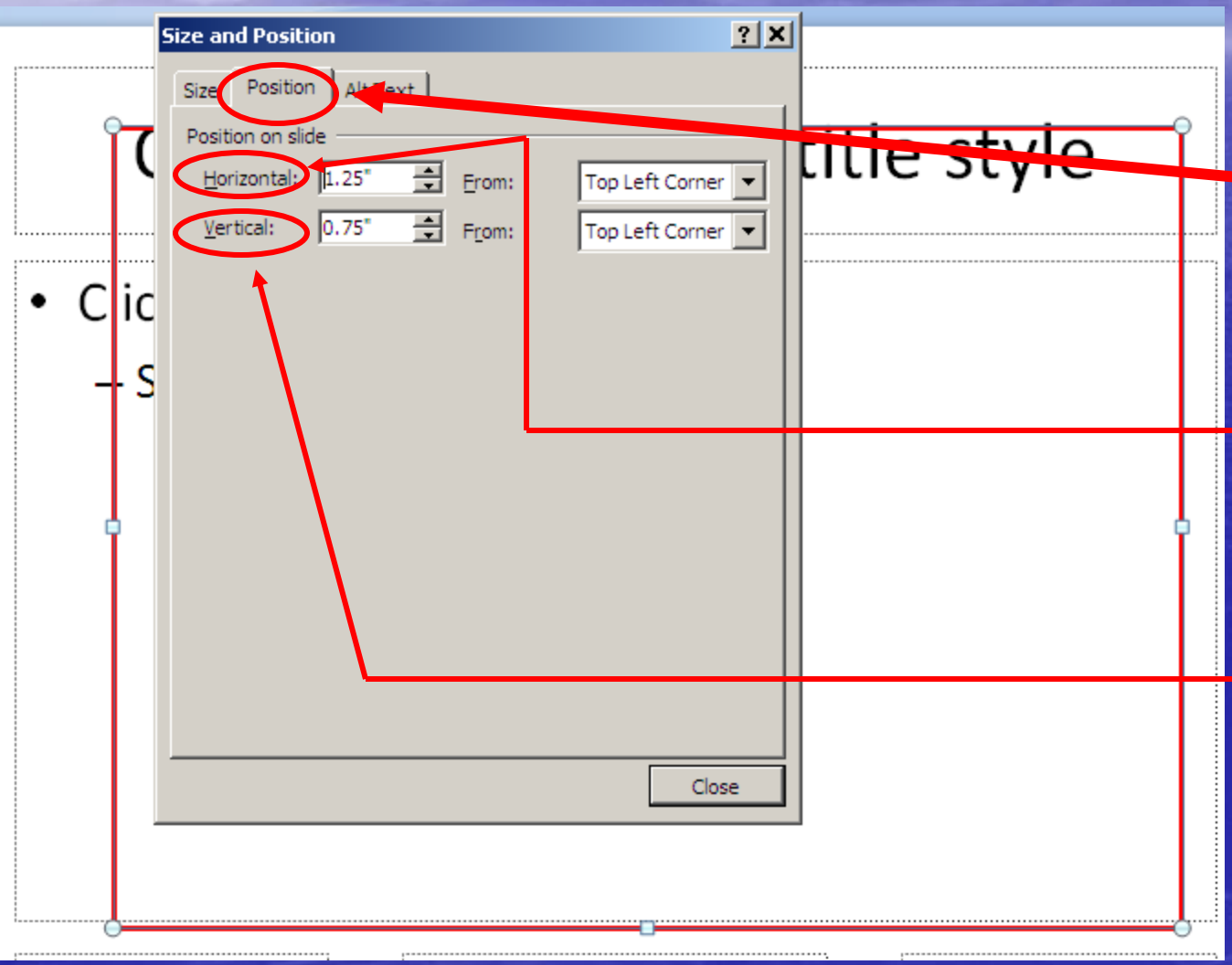
- Right click on the red box line and click **Size and Position**

Format Size (Tab)



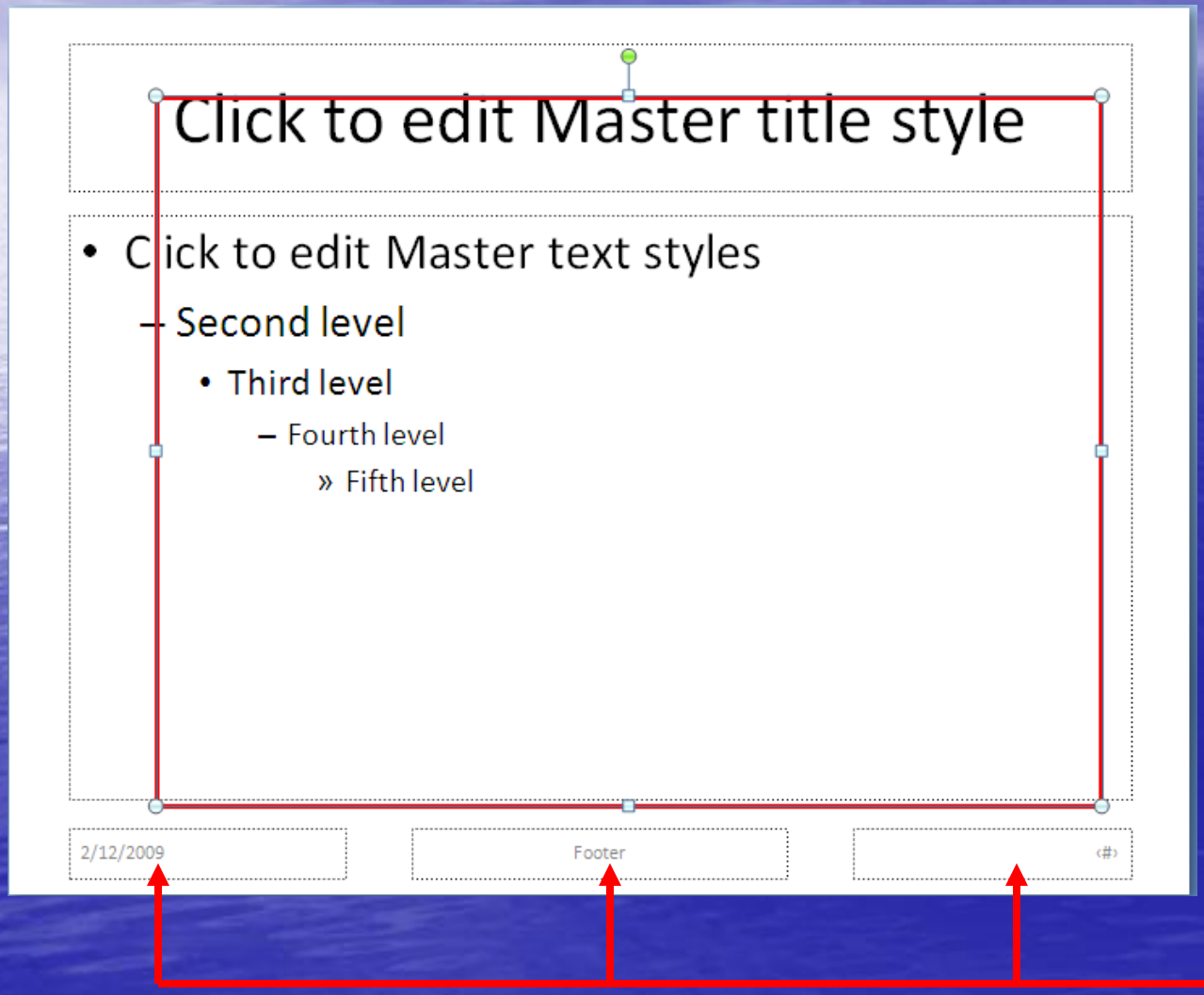
- Click on the **Size tab**
- Set Width to **8**
- Set Height to **6**

Format Position (Tab)



- Click on the **Position tab**
- Set Horizontal to **1.25**
- Set Vertical to **.75**
- Click **ok**

Formatting the Master Slide



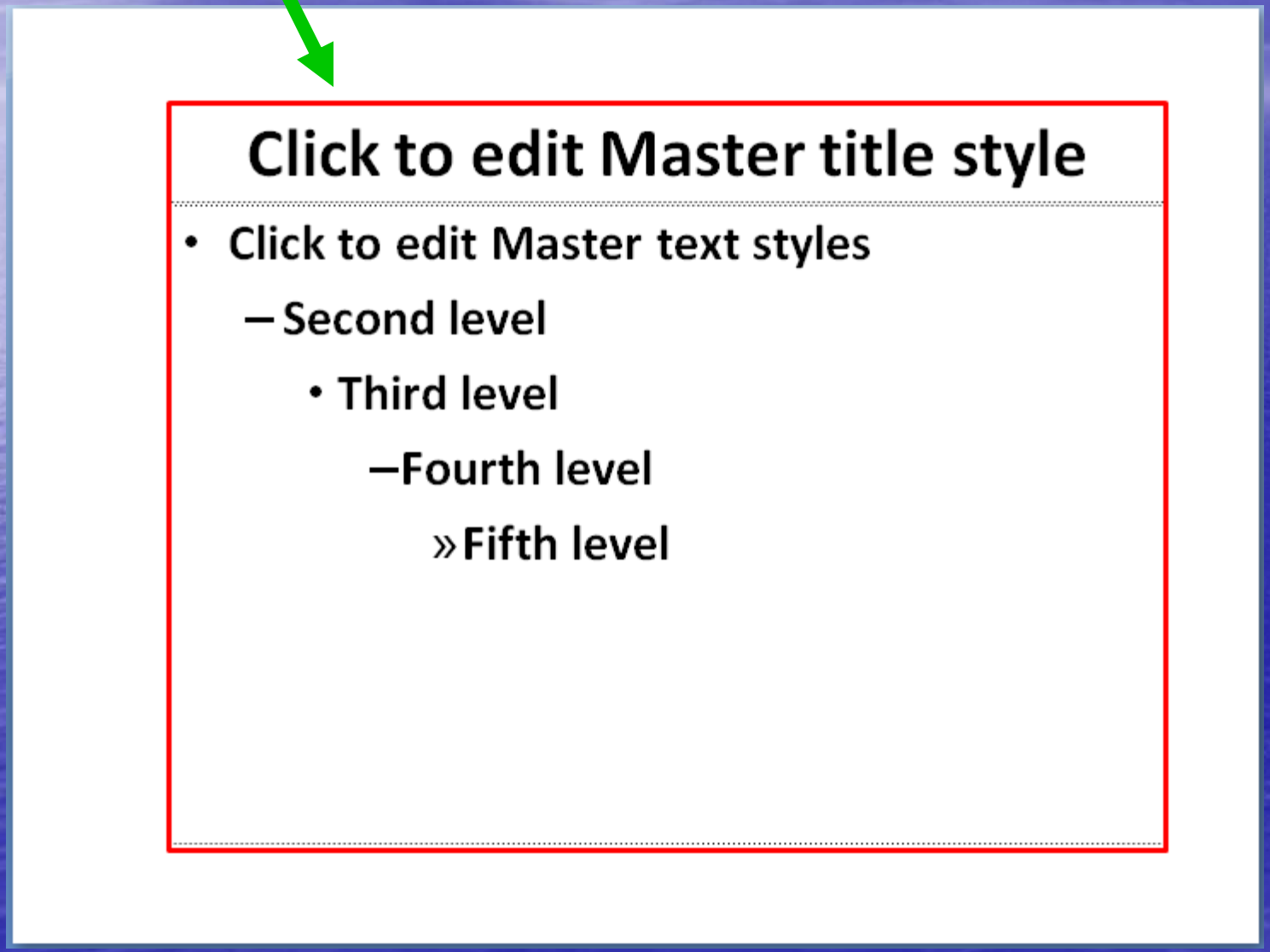
- Fit **Title box** to the red box
- Fit **Text box** to the red box
- **Delete** date, footer and number box at the bottom

Check Font Size In Master Slide

- Title Size – 40 and Bold
- Text Size – 30 and Bold
- Bold Everything in Master Slide & PowerPoint!!!!

(Only these two fonts on the Master slide)

Correct Format for Master Slide



Click to edit Master title style

- Click to edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level

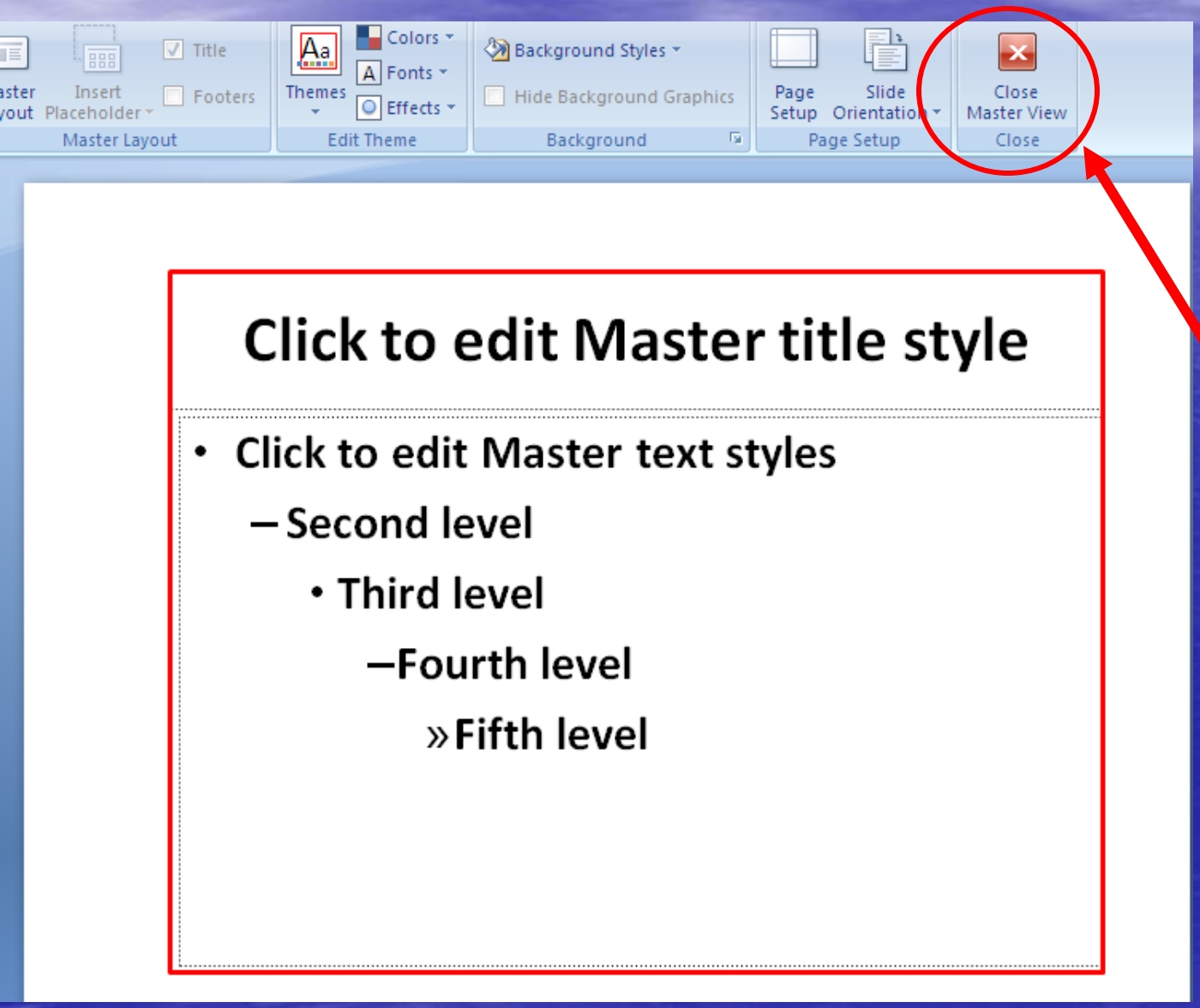
NOTICE

(This is an example of the Master Slide)

NOTICE

Everything on the Slide Must Fit within the RED BOX

Closing the Master Slide



- Close the master slide by clicking <u>Close Master View</u>

You've Created The Red Box!!!!

This Represents
The Viewable Area of the Presentation
Across the Various Mediums

USE IT AS A GUIDELINE
Everything on the Slide
Must Fit within This Box

If you have any questions, please contact Coretta Edwards at (281) 275-2312 (City Secretary Department)

Questions

Thank You