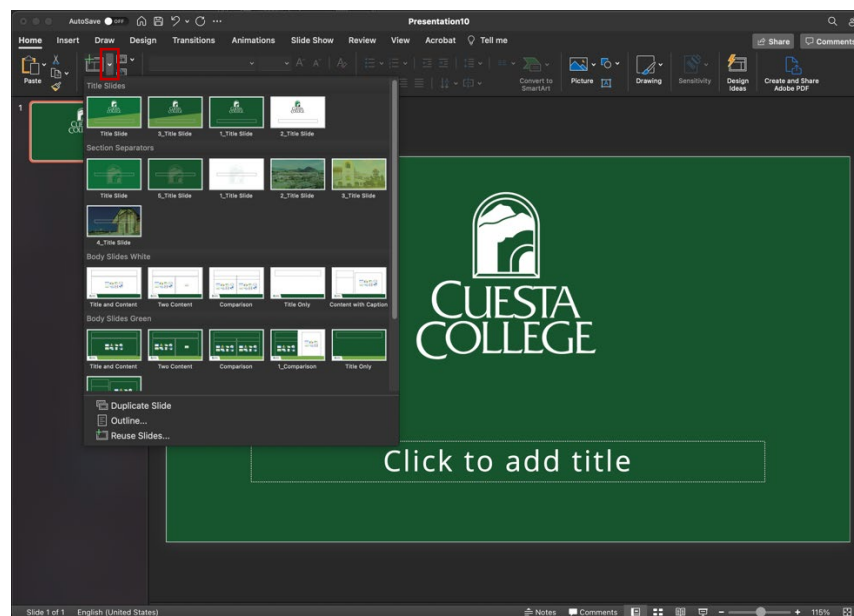


How To Use This Template

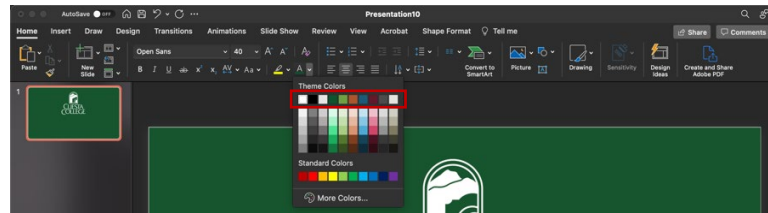
- To insert a slide from the template, click the arrow next to "New Slide". This will bring up a list of all of the slide style options. Choose the one you would like to work with from the list provided.



- When adjusting sizes of images, drag the corner to avoid stretching or distorting the image.
- To make your presentation ADA-compliant, please make sure to use the "Check Accessibility" function under the "Review Tab." The checker will ensure that:
 - Images with built in text have alternate text added
 - Reviewing content order on slides
 - Ensuring that your presentation is readable and screen-reader friendly
 - For more information about the Check Accessibility function or to find out more about resolving errors, review [Microsoft's Accessibility Checker Rules](#).

Brand Guidelines for the PowerPoint Template

- Please stick with the built-in Cuesta College color scheme and font styles from the template. Cuesta College's main colors are in the top row of the PowerPoint color picker (highlighted in red below). If you have questions, review our [brand standards](#) for current color palettes and font usage.



- Use 18pt font size minimum throughout your slides.
- Cuesta College's font, Open Sans, is embedded in the presentation, so you should be able to edit it and display it on other computers without downloading the font. If you are experiencing errors, using an old version of PowerPoint, or would like to download a copy of this free font to your computer, please [download Open Sans](#) from Google Fonts.