

EMCORE PowerPoint Template Guidelines

With our transition to being an inertial navigation company focused on Aerospace & Defense, we have consolidated to a single new PowerPoint template in the new corporate color scheme. EMCORE staff should begin using this new template immediately and update their existing presentations to the new style. Below is a process to facilitate updating a previous presentation, but it does not work flawlessly.

Apply the New EMCORE PowerPoint Template Theme to Your Existing Presentation

Initial Steps

1. Download EMCORE_PowerPoint_Template.potx from <https://emcore.com/brand/>
2. Download EMCORE_Powerpoint_Template-Theme.thmx
3. **Save the files in the same folder on your computer**
4. Open your existing presentation

Now to apply a new EMCORE Powerpoint Template Theme that you previously saved:

- 1) On the Design tab, in the Themes section, click bottom Down Arrow .



- 2) Click Browse for Themes, and then locate and select the EMCORE_Powerpoint_Template-Theme.thmx from where you saved it to your computer and hit Apply.
- 3) This above process is the 1st step, but your presentation could still display some of the old template elements, so you will need to do these additional following steps to remove the old EMCORE template graphics to reveal the new ones:
 - a) Right Click on each slide and go to Layout and select either title or content slide templates with green graphic elements for the slide. Old blue template elements could still appear so next...
 - b) Go to View tab click Slide Master and select the top master content slide and delete the middle white background and top and bottom blue bars and light gray slide number rectangle to reveal the new green and dark gray graphics elements.
 - Also Delete the larger EMCORE logo in the upper right corner. In the new template we have reduced the size of the EMCORE logo to take up less space.
 - c) If there are any other Master Slides in the left pane showing the old blue EMCORE template elements, select and delete those masters including deleting the old title slide from the left pane if still be appearing.
 - d) Go to View tab back up top and Select Normal
 - e) The slides should now reveal all the new EMCORE Powerpoint Template design elements, however you may still need to change some fonts colors from previous blue to new dark green