



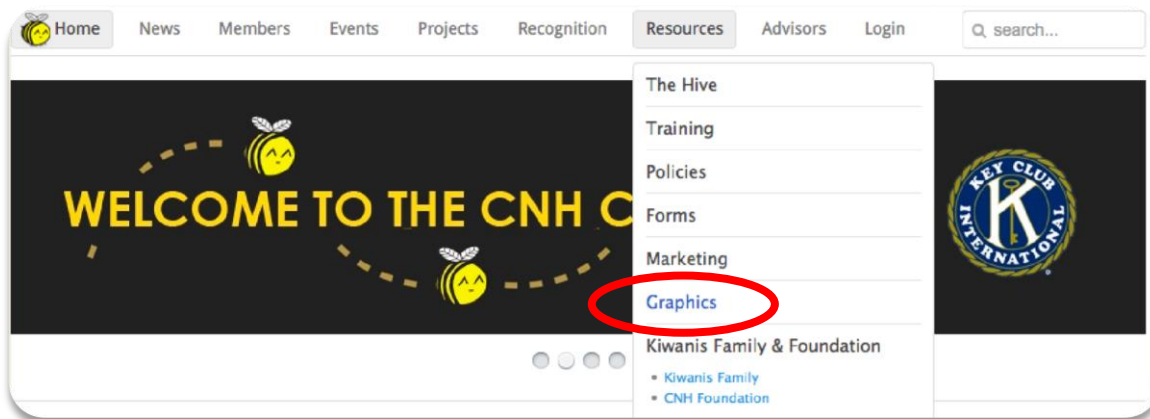
How to Edit Presentation Instructions

HOW TO EDIT PRESENTATIONS

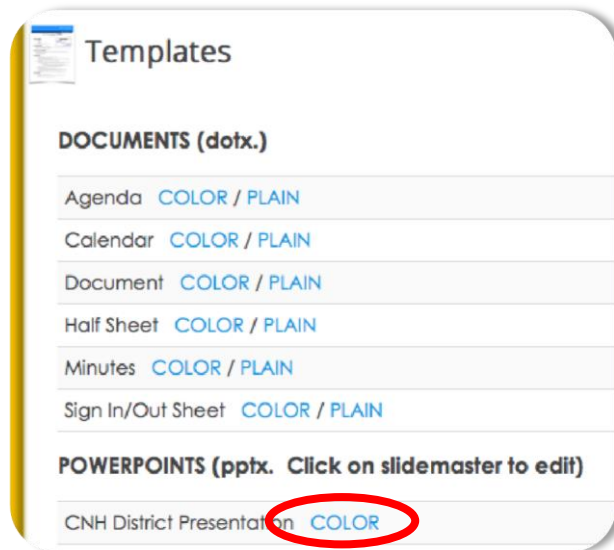
1. Log onto the CNH CyberKey (www.cnhkeyclub.org)



2. Click on GRAPHICS under the RESOURCES tab



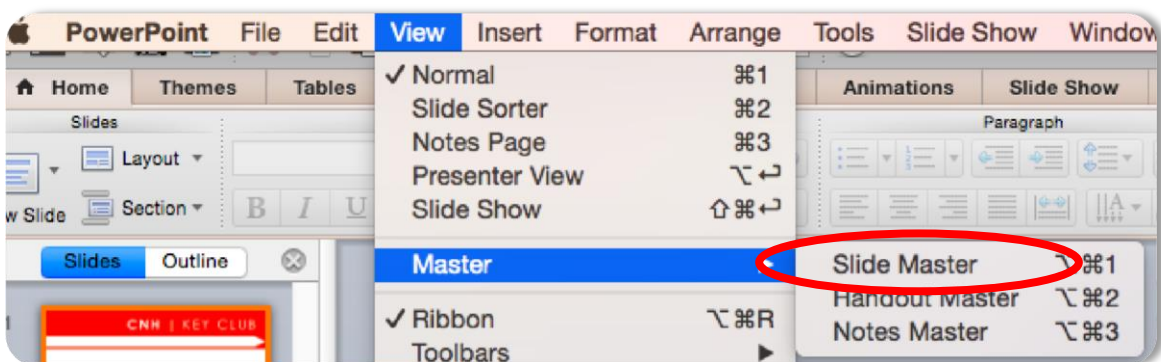
3. Click TEMPLATES to reveal more & click on "COLOR" to download the Template for Presentation PowerPoints.



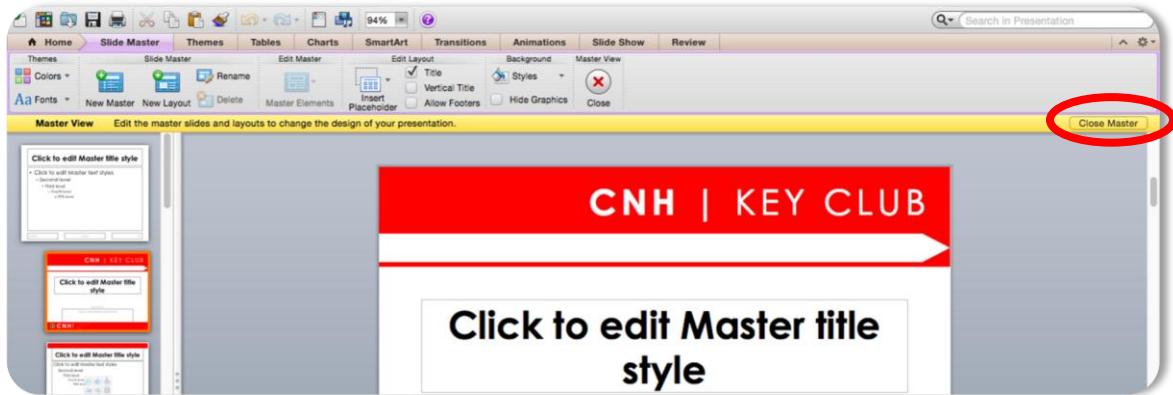
4. Open PowerPoint presentation & go on Slide Master View.

FOR MAC:

- Click on VIEW >> MASTER >> SLIDE MASTER

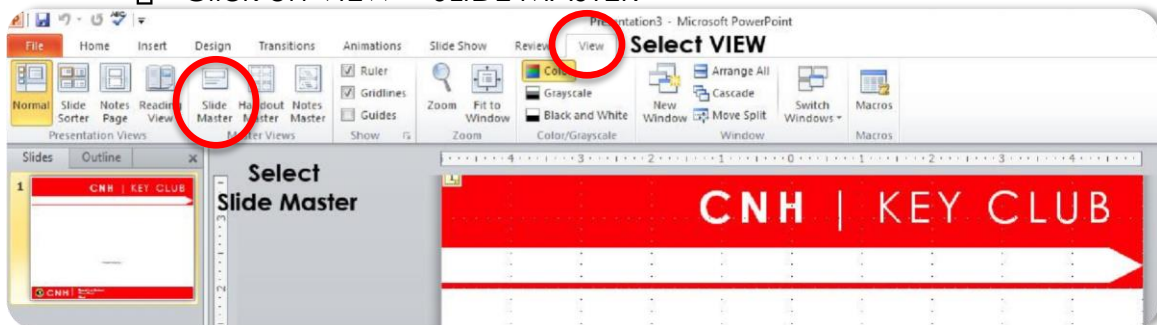


- Click on CLOSE MASTER when finished editing

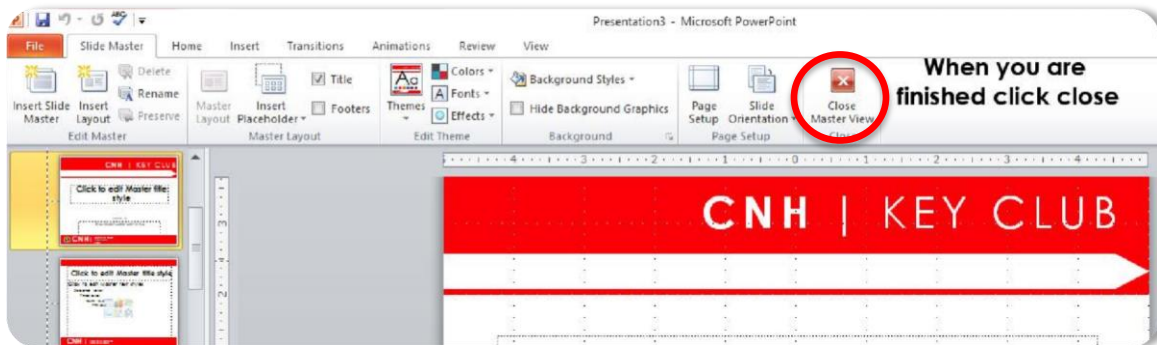


FOR PC

- Click on VIEW>>SLIDE MASTER



- Click on CLOSE SLIDE VIEW when finished editing



5. Edit footer & enter appropriate information



6. Change theme colors by changing the fill of the elements in the header and footer. **BE SURE TO USE ONLY COLORS IN GRAPHIC STANDARDS. Refer to CNH Graphic Standards [here](#).**

| | | | | | |
|---------------------------|---------------------------|-------------------------|---------------------------|----------------------------|--------------------------|
| PANTONE BLACK | PANTONE 295 BLUE | PANTONE CYAN | PANTONE 382 GREEN | PANTONE 168 ORANGE | PANTONE 7407 C |
| CMYK 0 / 0 / 0 / 100 | CMYK 100 / 70 / 0 / 40 | CMYK 100 / 0 / 0 / 0 | CMYK 29 / 0 / 100 / 0 | CMYK 0 / 61 / 97 / 0 | CMYK 31 / 38 / 79 / 5 |
| RGB 35 / 31 / 32 | RGB 0 / 47 / 95 | RGB 0 / 174 / 239 | RGB 193 / 216 / 47 | RGB 245 / 128 / 37 | RGB 183 / 148 / 76 |
| HEX 231120 | HEX 3366 | HEX 00aeef | HEX c1d82f | HEX f58025 | HEX b7944c |
| PANTONE 187 RED | PANTONE MAGENTA | PANTONE PURPLE | PANTONE 122 YELLOW | PANTONE 463 BROWN | |
| CMYK 0 / 100 / 79 / 20 | CMYK 0 / 100 / 0 / 0 | CMYK 39 / 88 / 0 / 0 | CMYK 0 / 17 / 80 / 0 | CMYK 30 / 56 / 100 / 37 | |
| RGB 128 / 86 / 27 | RGB 196 / 18 / 48 | RGB 236 / 0 / 140 | RGB 165 / 67 / 153 | RGB 255 / 210 / 79 | |
| HEX 80561b | HEX c41230 | HEX ec08bc | HEX bc34ba | HEX fed450 | |



Acknowledgement

The CNH Key Club District would like to acknowledge the following individuals who have contributed to this presentation over the years.

District Tech Editor, Tatiana Lim, 2015-16