

PowerPoint Presentation Template Guide Usage

The Challenge:

Developing brand awareness and brand image through Orange County Water District PowerPoint presentations continues to be a Public Affairs Department goal. We all want the District to be easily recognizable for its accomplishments, its good deeds to be easily recalled, and to keep to audiences engaged. One way is using uniform District-approved messages and images throughout OCWD’s many marketing materials, including its presentations.

Public Affairs offered 20 different PowerPoint template options with a myriad of themes and timings to provide customized options. It wasn’t utilized very often, was difficult for some to navigate and it became a massive upkeep endeavor.

The Solution:

Our solution is to streamline and provide continuity in future presentations. Instead of 20+ themes, we are offering one light and one dark option. Instead of providing 10-, 20- and 40-minute prepared presentations, we are taking a modular approach that allows you greater flexibility. You will still have several options of themed title slides from which to choose. In addition, you will now have pre-designed slides in different categories that you can take and drag or click into a new presentation as needed.

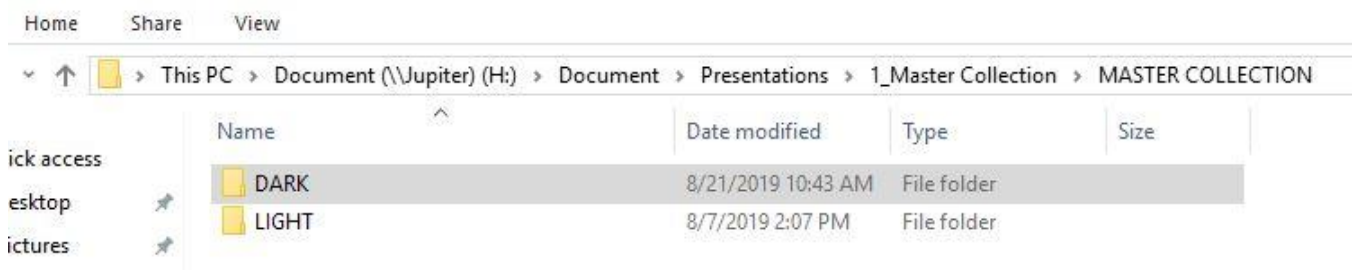
We will continue to provide some fully-prepared presentations for simplicity, such as “General_2019_Tour Presentation,” but this modular solution will allow you to more easily tailor a presentation to your audience using data that is clear-cut and District-approved.

PLEASE READ THE QUICK REFERENCE BELOW AND BEGIN TRAINING WITH “HOW TO BUILD YOUR PRESENTATION” ON PAGE 4.

Create Your Presentation Brief Overview

You will build your PowerPoint from the MASTER COLLECTION of slides located here:

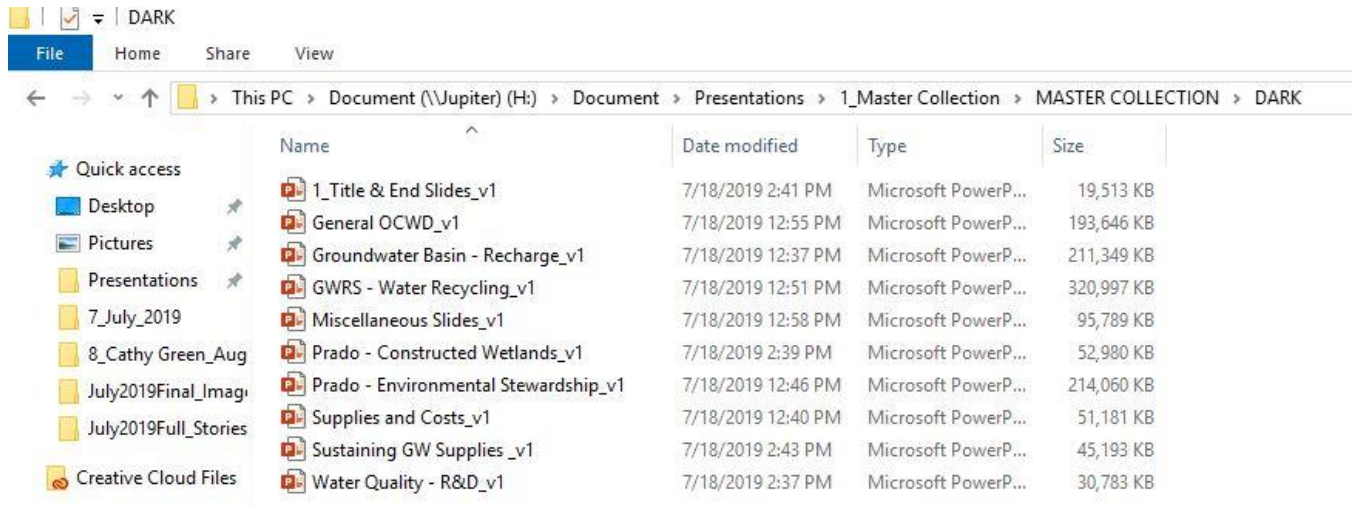
H:\Document\Presentations\1_Master Collection\ MASTER COLLECTION.



We have both dark and light versions. They are identical. Dark is best for the boardroom and we find that light is best for making presentations out in the community.

Familiarize yourself with the number of presentation slides (dark example selected) from which to choose at

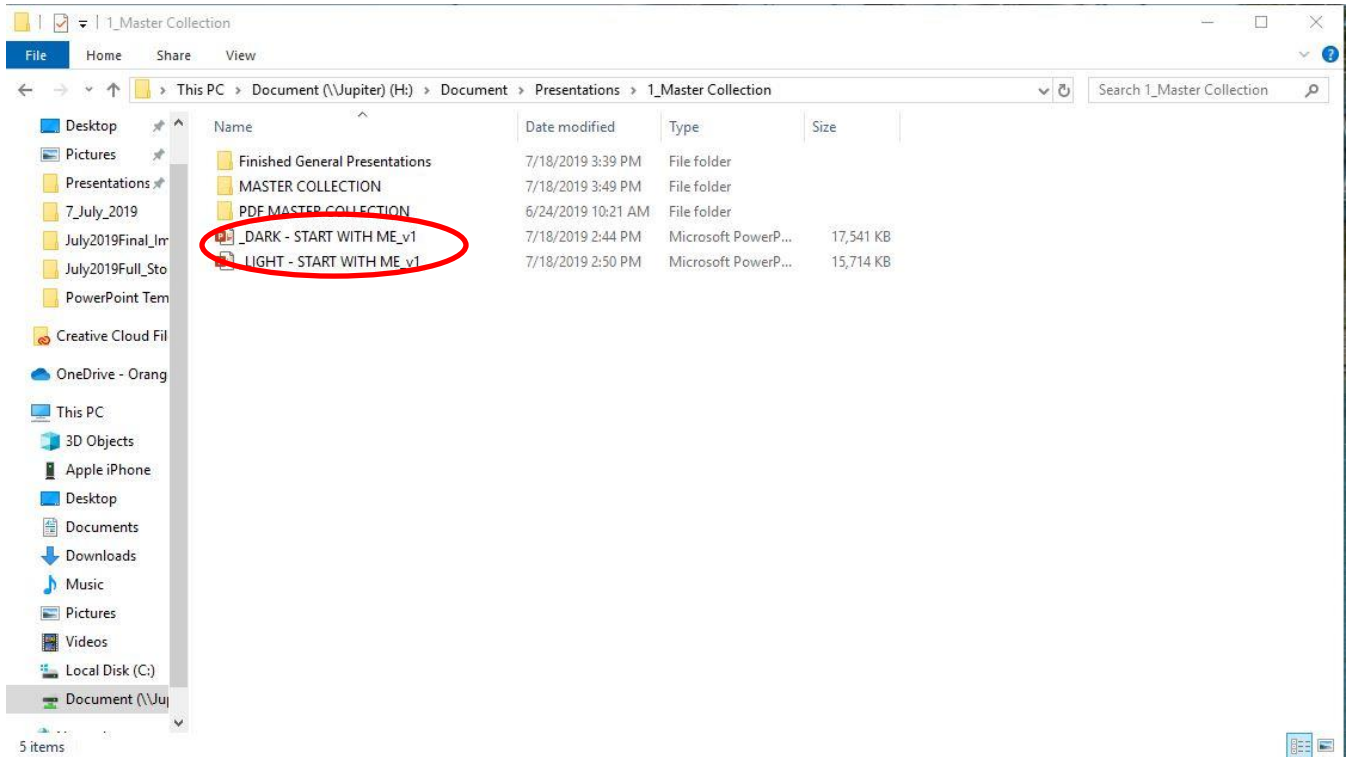
H:\Document\Presentations\1_Master Collection\MASTER COLLECTION \DARK



[Public Affairs & Leticia Villareal both have binders that contain the hard copies of these slides for easy viewing.]

To start your presentation:

- Double Click on either the dark or light “_START With Me_v1.pptx” found at H:\Document\Presentations\1_Master Collection.
- Use “Save as” to **rename it** and place it on **your** computer.

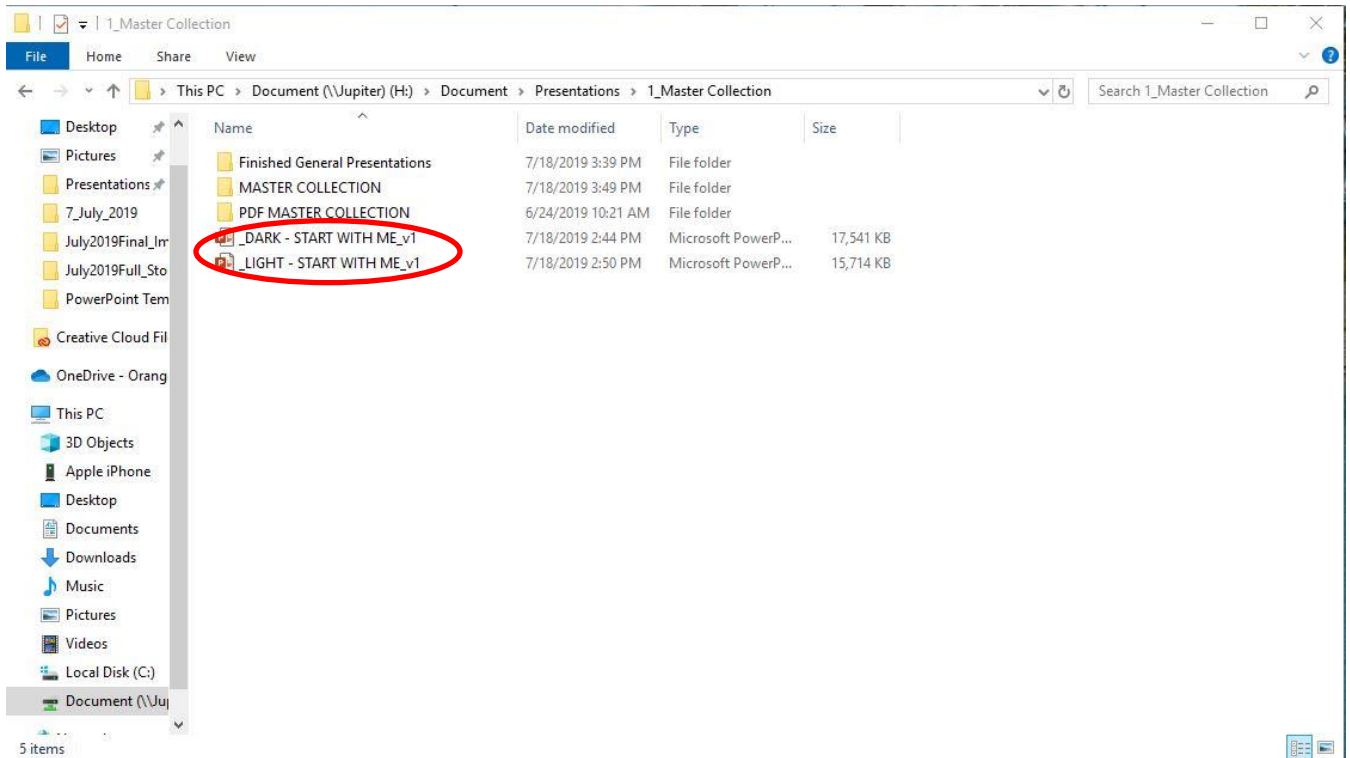


Use the “Reuse Slides” option [More about this later] or open any of the collections within the MASTER COLLECTION folder and drag the slides you want into your **renamed** PowerPoint presentation. [Be sure not to drag your slides from your renamed presentation into existing MASTER COLLECTION templates.]

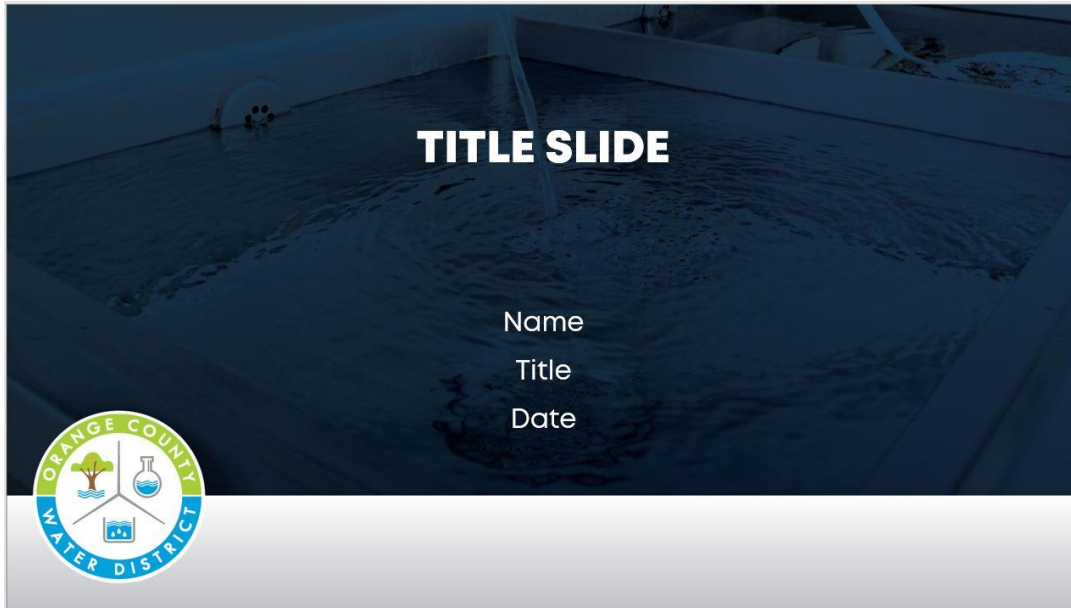
There will be circumstances where you need a more custom slide that we don’t have in the MASTER COLLECTION. In this case, we suggest that you take a slide already formatted within the new presentation structure and build your slide from there. If there’s a slide that you think should be in the collection (i.e. one you think will be used often or would be useful to other staff), please contact Public Affairs and we will add it accordingly.

How to Build Your Presentation:

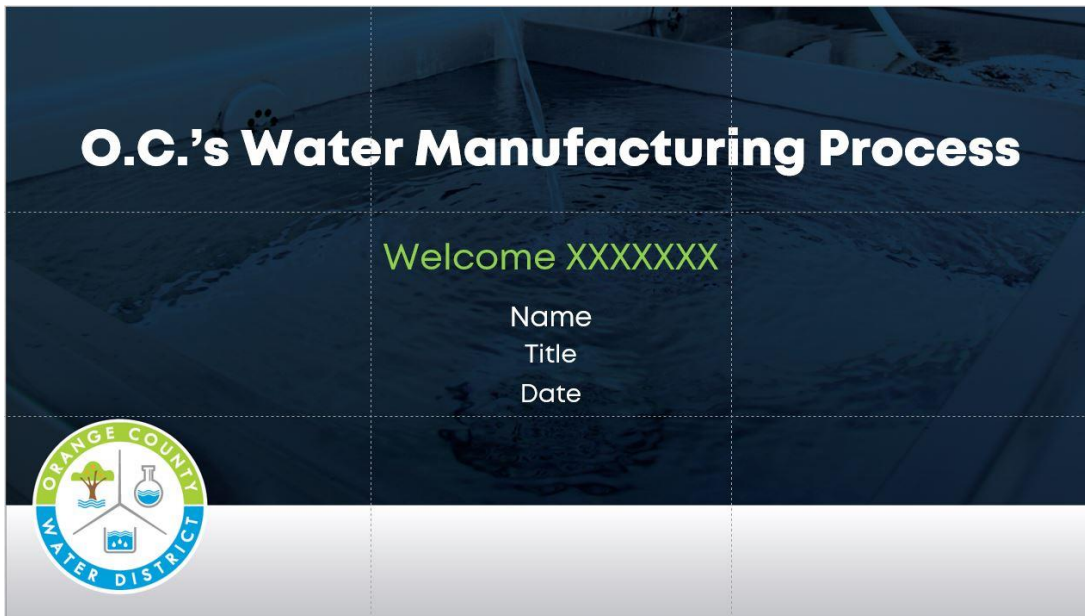
- Visit H:\Document\Presentations\1_Master Collection and choose either the dark or light format.



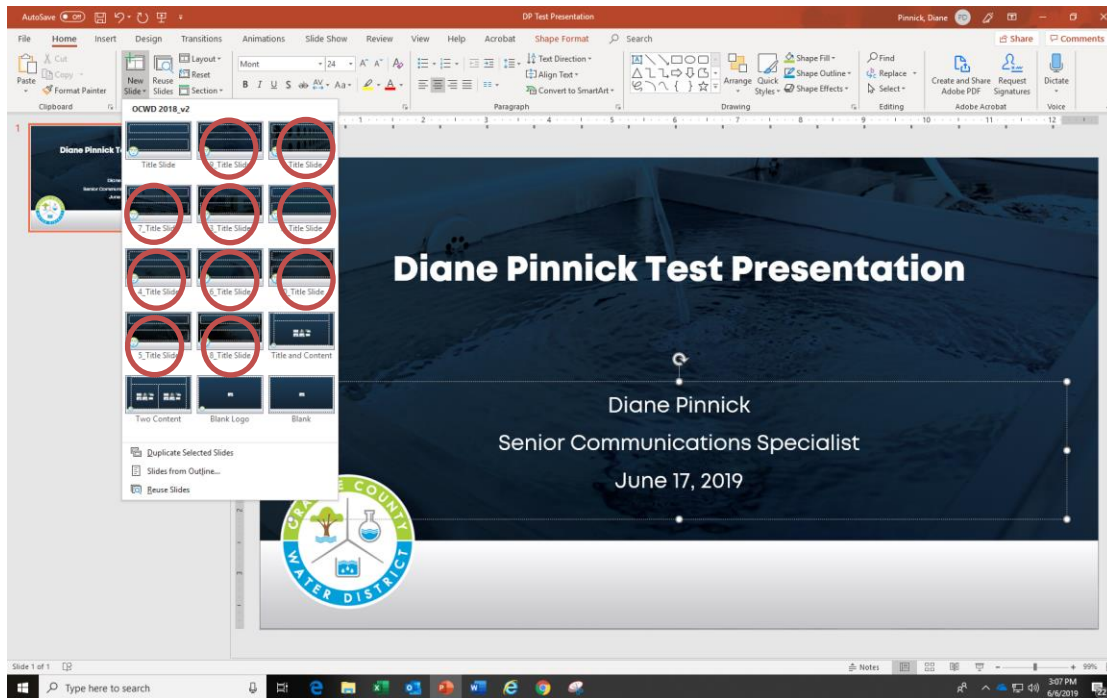
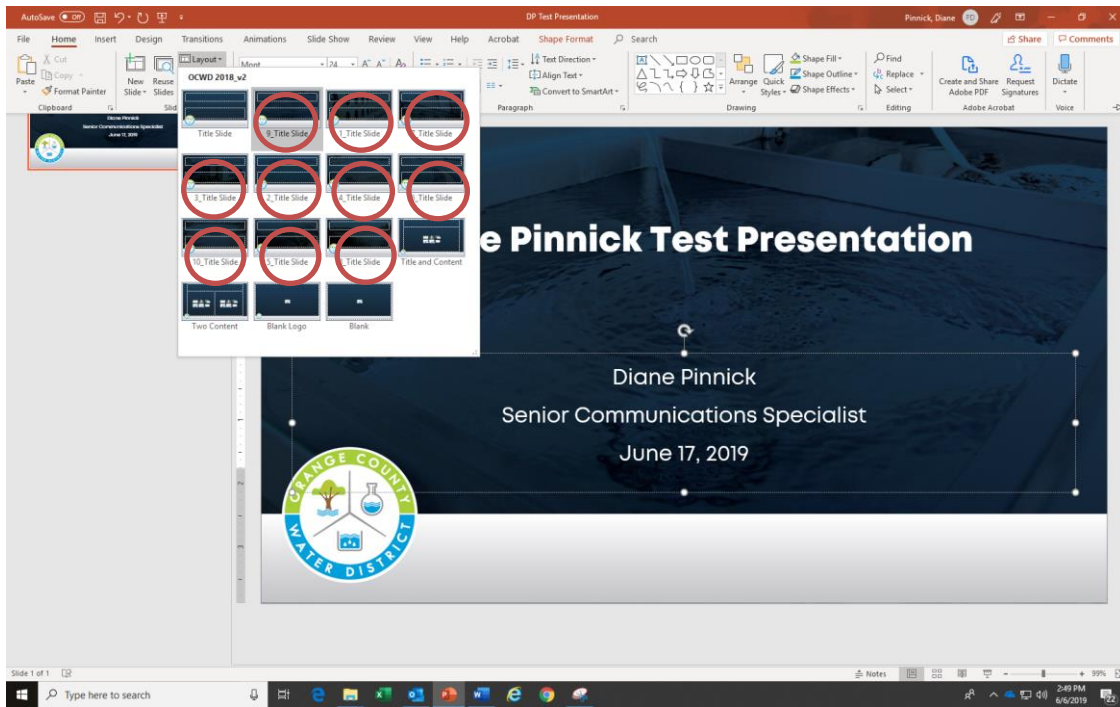
- Using “save as” in the file drop down, save a version of the dark or light file “_START With Me_v1.pptx” **onto your computer and rename it** so that you can save your work [example: _START With Me_JohnDoe.pptx]
- Open **your saved** “START With Me” and you will see one slide—the title page. Type in your presentation title and add your name, title and date of presentation.



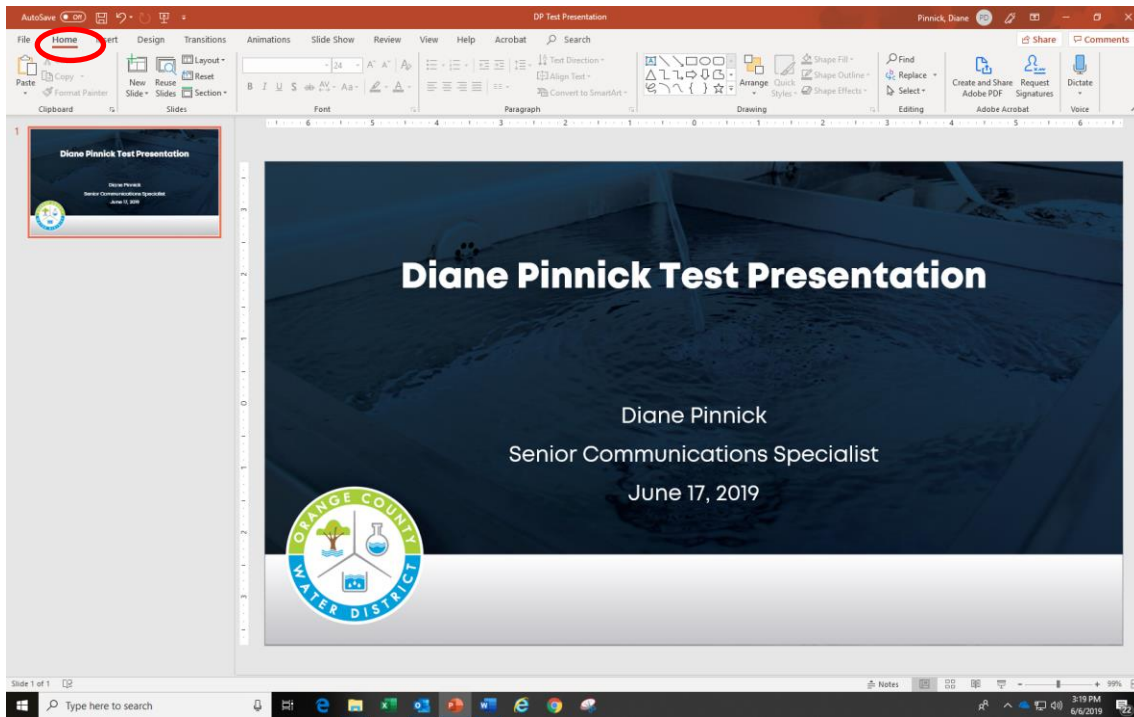
You may also want to add a “Welcome” line after the title. Please use 32pt. Mont. To add a text box, go to Home, choose Insert, then choose simple text box and drag the text box at its location. Choose lime green for the text as it is one of our logo colors and stands out.



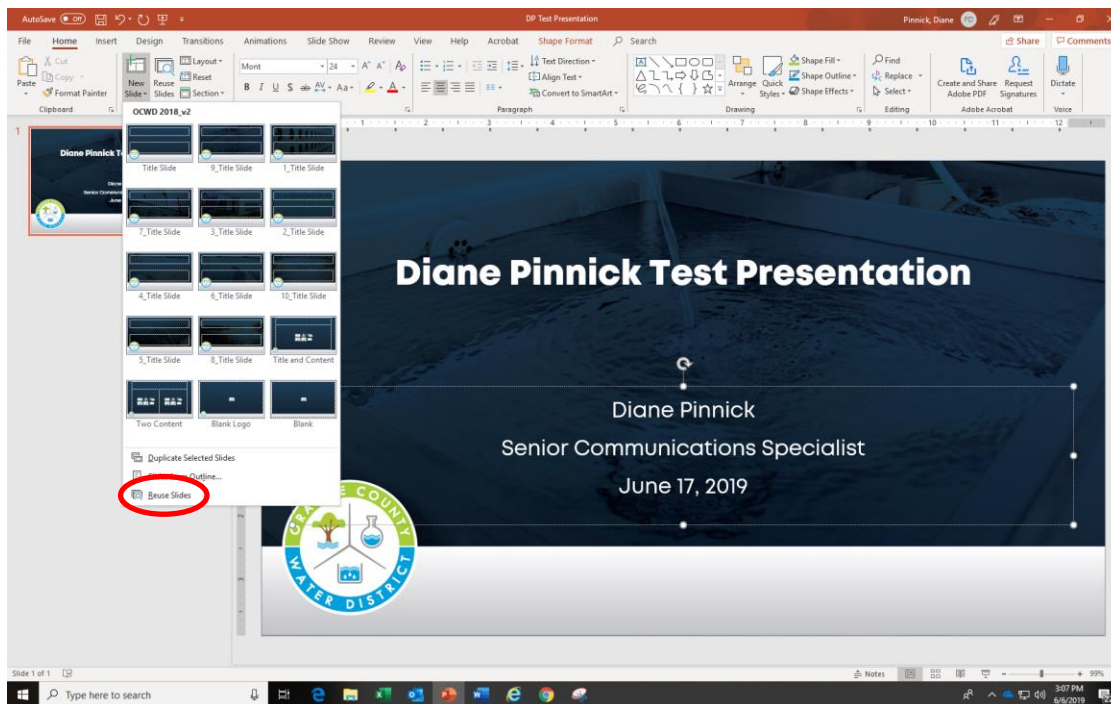
- At the top left of the PowerPoint screen click the “Home” tab. You’ll see “Layout.” [Computers vary. If “Layout” is unclickable, click on “New Slide.”] Click on it for a drop down of title slides with various backgrounds from which to choose. A simple click on any of the 10 Title Slides (see the circle in the following photos) in the drop-down menu will change your slide background. [There are other slides there, but disregard for now.]



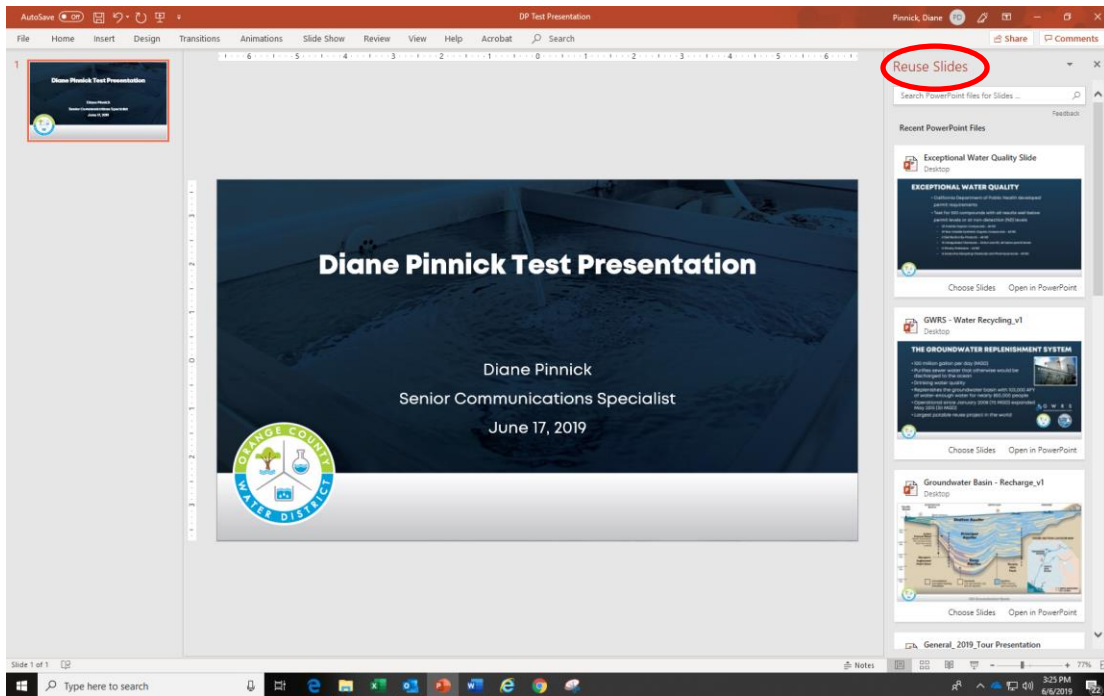
- Once you've chosen the title page and set your name, title and date, you're ready to start building! Click on "Home" at the top of the page and you'll see a drop-down menu.



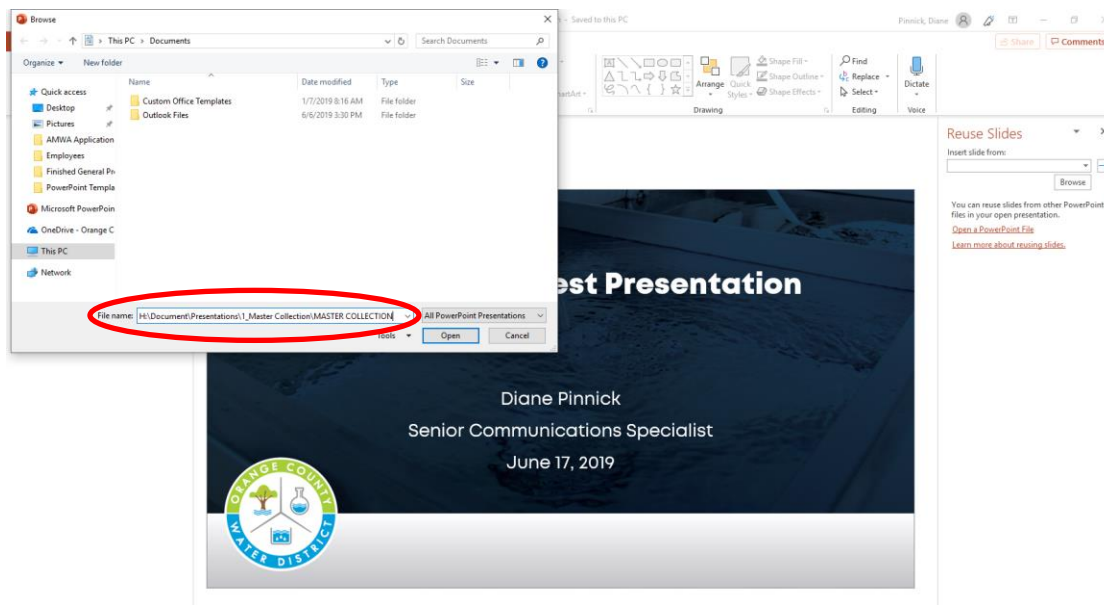
- Click on the “New Slide” arrow and at the bottom of that drop down click “Reuse Slides.”



- You'll now see a red prompt on the right side of your screen that reads "Reuse Slides." The most recent slides you've used will be there, unless this is your first presentation.



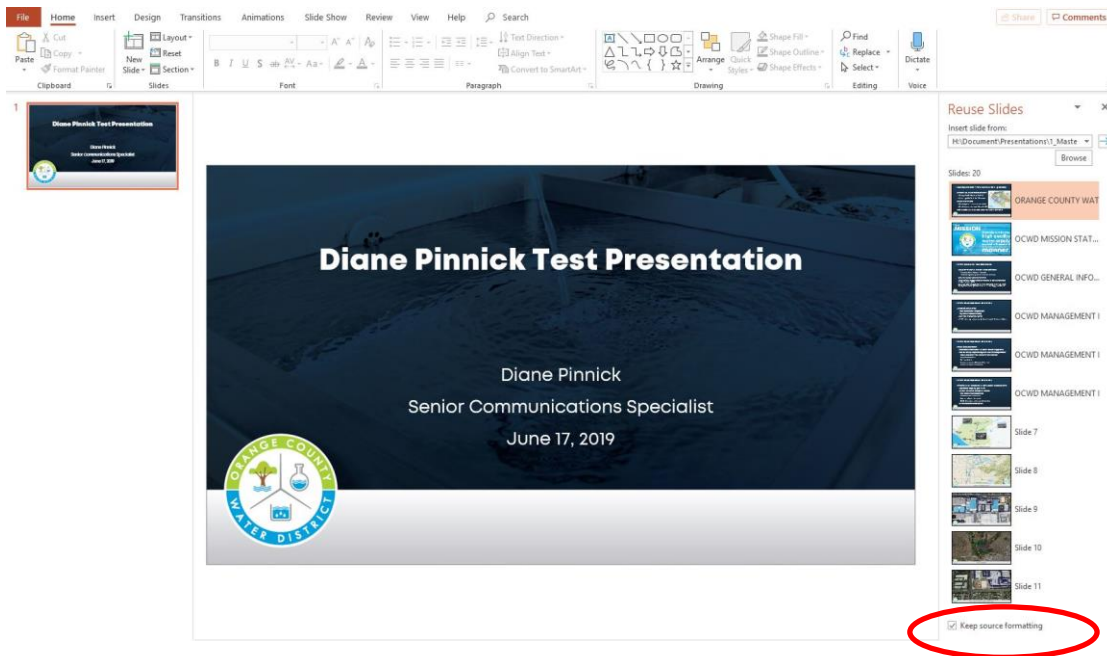
- Click on the "Browse" button and in the pop-up box, under "File Name" or "Insert Slides From," add or select: H:\Document\Presentations\1_Master Collection\MASTER COLLECTION\ (choose dark or light).



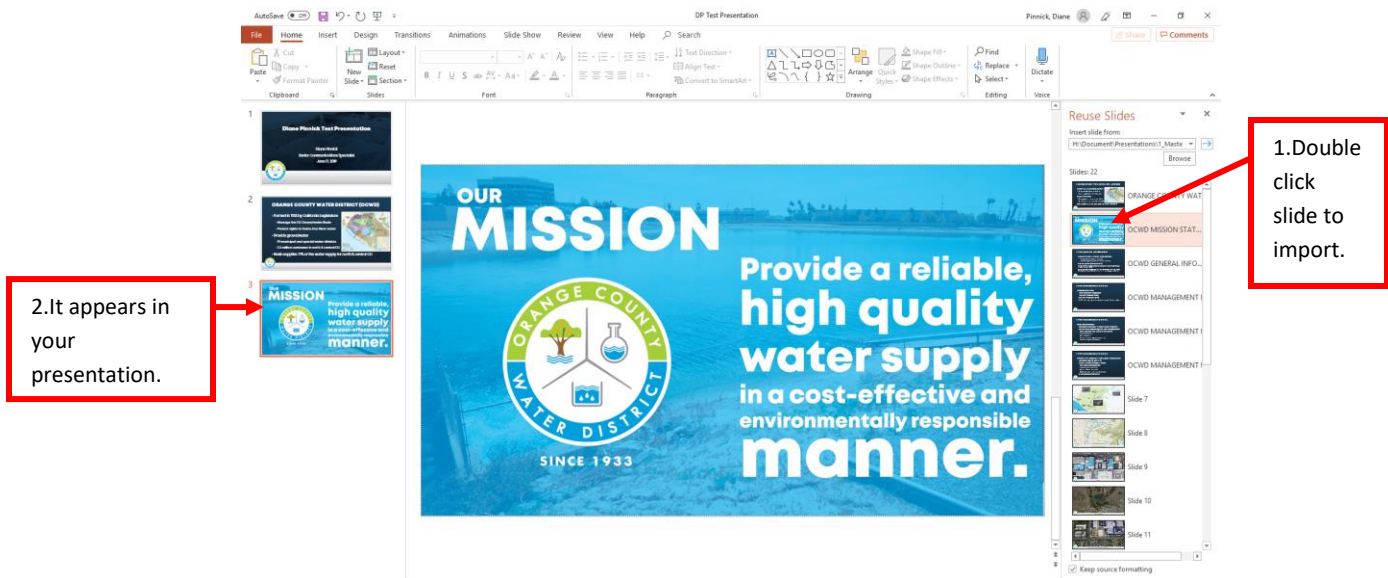
Workaround:

If your computer shows a search box just under the words “Reuse Slides,” which can’t search the MASTER COLLECTION, try this workaround: Close down PowerPoint. Hold down the “Control” key and click on your presentation to open it. You will see a box that reads “You’re holding down the CTRL key. Do you want to start PowerPoint in safe mode?” Click on “Yes.” Next, click on the “Accept” box at the bottom of the license agreement. Click on “New Slide” drop down and select “Reuse Slides” at the bottom.

- Select “Open” and double click on an appropriate file in the MASTER COLLECTION. It will appear to the right of your presentation. Before copying slides over, it is very important that you check the “Keep source formatting” box at the very bottom of the right column. **It is important to check the box.**




- Click or double click on your chosen slide from “Reuse Slides” and a copy immediately transfers into your presentation on the left. Repeat action on additional slides you want copied into your presentation. No dragging needed!



TIP TO MOVE SLIDES: You can move slides up or down in your presentation. If you’ve followed us using Reuse Slides, your slides will be in the left column ready for you to move. If you’ve come back to your presentation, simply view in Normal mode [click View at top of page and click on Normal at the far left of the drop down] where you will see your slides in the left column. Click on the slide you want moved (this will highlight it). Then, put your cursor over the slide, hold down the left button on your mouse and drag the slide down or up.

TIP TO ADD NOTES FOR SPEAKER: Click View at top of page and click on Notes Page. Click to add notes or change the notes already there. When you are ready to print, be sure to click on the drop down in the box that reads “Full Page Slides.” Click on Notes Pages and your presenter will have a copy of his or her “script.”

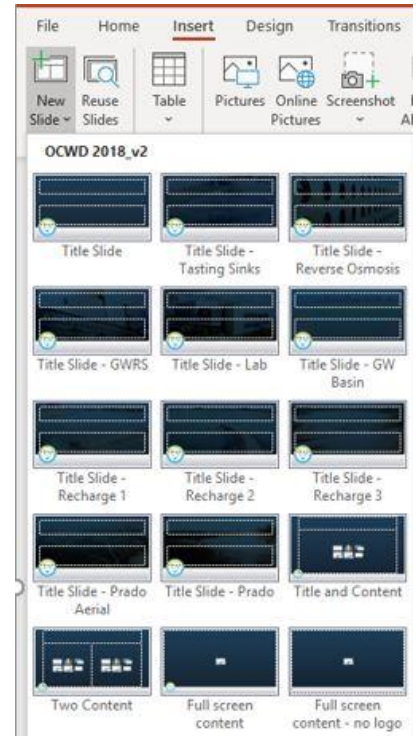
REMOVING NOTES: When we send a copy of our presentation to an agency/organization, we remove personal notes pages. Save and rename a new copy of your presentation for this purpose. To remove notes, click on “File” at the top left. You will then be on a page that says “Info” at top. Click on “Inspect Presentation/Check for Issues” box. Click on “Inspect Document.” At the bottom of the “Document Inspector” box that pops up, click on the “Inspect” button. Pull down the selections until you see “Presentations Notes.” If there are notes within the presentation, “Presentation Notes” will have an exclamation point in front of it. Click on the “Remove All” button. Then, close and save.

TIP TO VIEW IN SLIDE SHOW MODE: While in Normal view mode, run your cursor over the icons at the bottom right of the page. The one that looks like this  is the Slide Show icon. Click on it and your slide will now fill the entire screen. Each time you click, a new slide will appear. At the bottom left of the screen, you can move your cursor and the option to end Slide Show will appear. You can either click on that or click to the end of your Slide Show and it will return to Normal mode.

Customizing A Slide Presentation:

- **Title Slides**

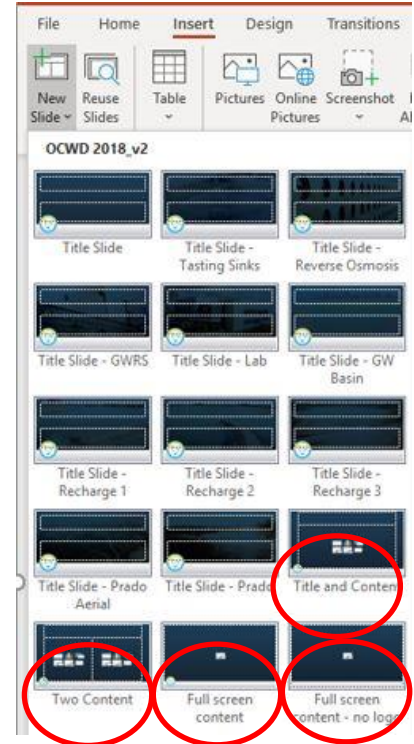
Different title slide theme options (10) can be accessed when clicking on “Home” and then the “New Slide” dropdown pictured here. Title slides have the thicker light bottom section with logo. Feel free to use whichever appeals most to your audience. Should you need a new theme, contact Public Affairs. *Be sure to add the presenter’s name, title and date on three separate lines.*



- Body Slide Options

Now, let's talk about the 4 additional slide options in the "Home", then "New Slide" and "Layout" drop-down boxes, which are to be used for everything except title and end slides:

- **Title and Content:** Use this to have title at the top and to add text, pictures, graphs, charts, images or video.
- **Two Content:** Use this to have title at the top and to add two boxes of text, two graphics or text and a graphic.
- **Full Screen Content:** Use this to have a graph, image or video encompass most of the slide and have a footer description at the bottom. This includes the OCWD logo on the left.
- **Full Screen Content-No Logo:** Use this to have a graph, image or video encompass most of the slide and have a footer description at the bottom. Use just like the Blank Logo slide, but it allows more space because it doesn't have the OCWD logo.



If you want to change the layout of a current slide, choose from the "Layout" drop-down and click on the appropriate slide option. Adjust the content accordingly.

The Design:

- Fonts

We are now using optimized fonts that transfer among OCWD computers, including all conference rooms. Please only use these:

Title & Footer Font: Mont Heavy* - UPPERCASE title font @ 36pt white for dark background and dark blue for light background; Upper- and lowercase footer font @ 18pt gray for dark background and white for light background slides.

Body Copy Font: Mont – Upper- and lowercase body copy font white for dark background and dark blue for light background slides @ 24pt; Bullets below the body copy are 22pt white for dark background or dark blue for light background slides.

"Mont Heavy" doesn't have a few symbols like "/", "?", "%", and "!" and you may see the word "Demo," or an unusual symbol, on its side in place of these. But since they are in the same font family, the bolded body copy font "Mont" can be substituted when using those symbols in

titles. When it appears, highlight the word “Demo,” or the unusual symbol, and change the font to Mont, bold.

- **Full Screen Photos/Videos with Overlays**

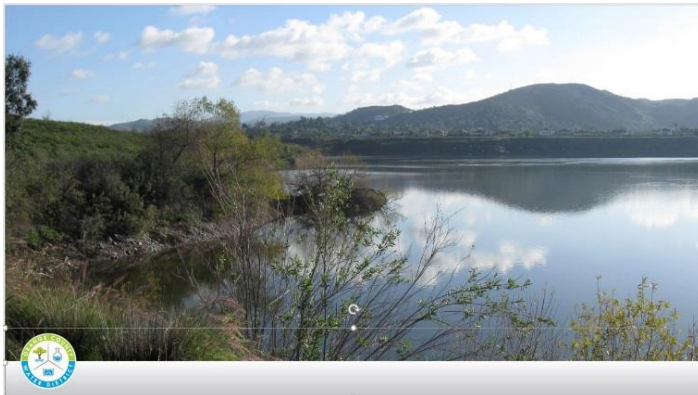
With the rapid success and popularity of TED-Talks, presentations have become much more visual with little or no verbiage. When using photos, we suggest filling a slide with one photo for more visual impact, rather than trying to fit multiple photos per screen.

In the slide example here, the image has been scaled up to fit the full screen, but still has the OCWD logo and title on the theme bar at the bottom.



You have several full screen slides from which to choose among the Master Collection.

To create a similar slide, go to “Home” and pull down from the “New Slide” menu and choose “Full Screen Content.” Copy and paste your image onto the “Full Screen Content” slide. It will fill the entire slide.



If you want to add a footer at the bottom of your full screen image, choose #7 slide of General OCWD_v1.pptx and click on the footer. Copy it. Go to your new full screen slide, highlight it and paste on top of it. See photo at left.

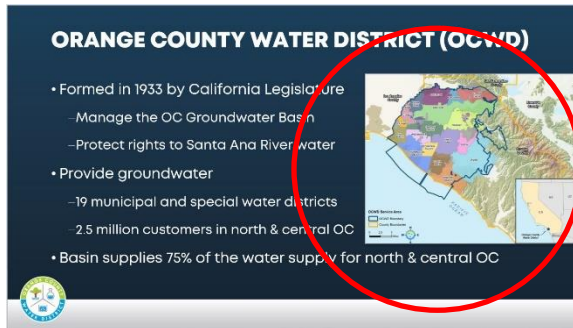
Click anywhere outside the footer area to deselect the footer.

To generate type in the footer, go to the top of the page and click “Insert” and select “Text Box.” Place the text box in the footer area, populating the entire footer area, and follow guidelines regarding fonts: Mont heavy, upper and lower case, 18 pt. gray.

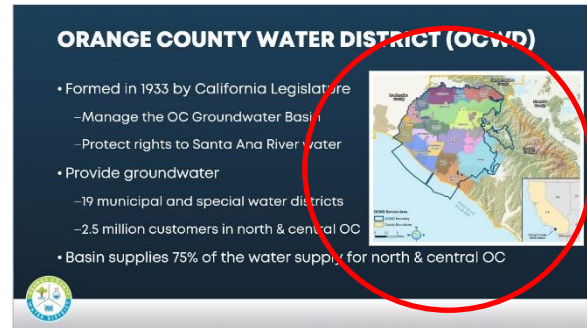
TIP TO CHANGE OUT SLIDE IMAGES: If you have a slide already formatted and want to change out the slide image with a different image you have saved on your computer, right click the slide to be changed, choose “Change Picture” from the drop down, and choose your photo.

Then, right click the image on your slide and choose “Send to Back.” Scale it by stretching the corners.

TIP TO PLACE A WHITE BORDER AROUND PHOTOS: If you add smaller photos to your presentation, white borders are part of the “look.” Place a white border around your photos by clicking on your image, going to the top of the page and choosing “Picture Format.” Choose “Picture Border” and click on the drop down arrow. Choose the top left white box. Reopen the “Picture Border” drop down and choose “Weight.” Choose 6 pt.



Before



After

Content Guidelines:

Do not use slides as a crutch. They are prompters for you to remember. If possible, use one, full screen photo, which results in a more dynamic presentation, or a photo and minimal bullets.

Keep up to date! When creating a new slide presentation, view the selections of slides you’ve used in the past and compare them with those in the MASTER COLLECTION. You are currently viewing V. 1. Updated slides will have a new version number. Change them out, or better yet, start from scratch.

Presentations must be pre-approved by Public Affairs and information about where, when and to whom the presentation will be given must be given to [Rose Wilke](#) to input into our Speakers Bureau folder. The key here is to have consistent messaging and the correct information.

Copyright Law Cautions:

Poaching online images for your presentation is wrong. Buy a stock photo/image or get permission from the photographer/artist rather than infringe on someone’s copyright. Graphic designers and photographers make a living from selling and licensing their work. Also, if you take images from large companies like Disney, they have legal teams that do nothing but research infringements.

In the selection of MASTER COLLECTION slides, we have provided you with numerous image choices. There are also many online options for free images and the PA staff can help you with your search and

image purchases. **If you or your department has taken photos and feel they should be in our slide selection, please send them and their descriptions to Eleanor Torres, etorres@ocwd.com.**

If you need assistance, please let Public Affairs staff know.

**The following is a list of slides and where to find them.
A catalogue binder of them is available with Leticia and Public Affairs:**

1 Title and End Slides

- 1. Basic Blank Title
- 2. GWRS Title (sinks)
- 3. GWRS Title (RO)
- 4. GWRS Title (signature—wall)
- 5. Lab Title
- 6. Basin Graphic Title
- 7. Recharge Title (1)
- 8. Recharge Title (2)
- 9. Recharge Title (3)
- 10. Prado Title (aerial of wetlands)
- 11. Prado Title (ground view of wetlands)
- 12. Connect With Us (Social Media) End Slide
- 13. Thank You for Visiting the H₂O Learning Center End Slide
- 14. Thank You End Slide
- 15. Questions? End Slide

General OCWD

- 1. Service Area/Brief History
- 2. Mission Statement
- 3. General Info
- 4. Management Policies—Avoid Basin Adjudication
- 5. Management Policies—Supply-Side Management
- 6. Management Policies—Uniformity of Cost and Access to Basin Supplies Regardless of Time
- 7. OCWD Facilities Map
 - Recharge Basins
 - GWRS
 - Prado
 - Seawater Intrusion Barriers
 - OCSD Plants 1 & 2
- 8. OCWD Recharge Facilities (ANIMATED)
- 9. OCWD Recharge Basins Map
- 10. Groundwater Replenishment System Property Google Map

- 11. Prado Wetlands aerial mapped out
- 12. Prado Wetlands (ANIMATED)
- 13. OCWD Administration Building & Laboratory Google Map
- 14. GWRS Success— Media Recognition + Awards
- 15. Financial Stability
- 16. Exceptional Water Quality (For OCWD—includes number of compounds & results)
- 17. OCWD Efforts to Secure New Water Supplies
- 18. OC Water Cycle
- 19. OC Water Cycle with large green arrows
- 20. OCWD Boardroom photo
- 21. Connect With Us—Social Media
- 22. OCWD (VIDEO)—coming soon!

[Groundwater Basin / Recharge](#)

- 1. OC Groundwater Basin—Detailed Cross Section
- 2. OC Groundwater Basin—Detailed Cross Section with Flow Arrows
- 3. Managed Aquifer Recharge System
- 4. OC Groundwater Basin— Historic Geology (ANIMATED)
- 5. Geology of the O.C. Groundwater Basin—static
- 6. Seawater Intrusion Barrier Injection Wells
- 7. Seawater Intrusion (ANIMATED)
- 8. Groundwater Pumping—Shows Higher & Lower Levels
- 9. OCWD Facilities Map
 - Recharge Basins
 - GWRS
 - Prado
 - Seawater Intrusion Barriers
 - OCSD Plants 1 & 2
- 10. OCWD Recharge Facilities—OC Map
- 11. Santa Ana River System
- 12. Weir Ponds
- 13. Recharge Basins Also Provide Storage Capacity
- 14. Managing the Santa Ana River—T and L Levees
- 15. OCWD in the Santa Ana River Watershed—Admin. & Lab Google Map
- 16. OCWD Recharge Facilities (ANIMATED)
- 17. Stormwater Capture Photo
- 18. Miraloma Basin Photo
- 19. La Palma Basin Photo
- 20. Anaheim Lake Photo—Aerial of Basins and River
- 21. T and L Levees Photo—Aerial

[GWRS / Water Recycling](#)

- 1. The Groundwater Replenishment System
- 2. The GWRS Partnership
- 3. GWRS 3-Step Process
- 4. GWRS Signature Photo

- 5. Benefits of GWRS
- 6. Regulatory Oversight
- 7. Why Did We Need the GWRS?
- 8. GWRS Facility—Google Map
- 9. OCWD Operational Facilities Map
 - Recharge Basins
 - GWRS
 - Prado
 - Seawater Intrusion Barriers
 - OCSD Plants 1 & 2
- 10. GWRS Project Funding
- 11. GWRS Technical Schematic
- 12. GWRS 3-Step Process (ANIMATED)
- 13. Microfiltration (MF) Process System
- 14. Microfiltration at the GWRS (ANIMATED)
- 15. Microfiltration Bundles Photo
- 16. Microfiltration Basement Photo
- 17. Reverse Osmosis (RO) Process
- 18. Reverse Osmosis at the GWRS (ANIMATED)
- 19. Reverse Osmosis Units Photo
- 20. Reverse Osmosis Units Photo (fish eye lens)
- 21. UV Advanced Oxidation Process (UVAOP)
- 22. Ultraviolet Light at the GWRS (ANIMATED)
- 23. Ultraviolet Light Signature Photo
- 24. Ultraviolet Light Closeup Photo
- 25. Post-Treatment Lime System
- 26. GWRS Post-Treatment Photo
- 27. Exceptional GWRS Water Quality
- 28. Independent Advisory Panel
- 29. Bottling GWRS Water
- 30. #GetOverIt
- 31. GWRS Bottled Water Photo
- 32. GWRS Bottled Water (ANIMATED)
- 33. GWRS Final Expansion
- 34. Enhanced Source Control
- 35. Secondary Treatment
- 36. Water Factory 21
- 37. History of Reuse at OCWD
- 38. Flow Equalization
- 39. Projected OCSD Flow and GWRS Feed
- 40. GWRS Flow Equalization Tanks Photos
- 41. Public Acceptance
- 42. Strong Community Support
- 43. What Have We Learned from the GWRS?
- 44. GWRS Success—Awards and media attention
- 45. It tastes like water, because it is water—Buzzfeed (ANIMATED)
- 46. Guinness World Records™ Title
- 47. GWRS Aerial View (Google Map)

Miscellaneous Slides

- 1. Santa Ana River Watershed—Map of Watershed and Districts
- 2. Santa Ana River Watershed (ANIMATED)
- 3. Water-Use Efficiency--static
- 4. Water-Use Efficiency (ANIMATED)
- 5. What is an Acre-Foot?
- 6. Tour Safety Tips
- 7. Proposed Desalination Facility
- 8. #GetOverIt
- 9. Toilet-to-Tap (ANIMATED)
- 10. Cleanup of Industrial Contamination
- 11. 2013 North Basin VOC plume showing inactive production wells & extraction well EW-1
- 12. 2013 North Basin VOC plume showing inactive & destroyed wells due to contamination
- 13. 2013 North Basin VOC plume showing active production wells in the area
- 14. 2018 South Basin VOC plume showing active production & monitoring wells

Prado – Constructed Wetlands

- 1. Santa Ana River Watershed
- 2. Prado Basin
- 3. Prado Basin (full slide National Wetlands Inventory map)
- 4. OCWD Prado Constructed Wetlands
- 5. OCWD Prado Constructed Wetlands (full screen aerial photo)
- 6. SAR Diversion Structure
- 7. What is a Wetland?
- 8. Wetland Features
- 9. Role of Aquatic Plants
- 10. Prado Wetland Vegetation
- 11. Optimal Pond Conditions
- 12. Prado Open Water Unit Process Treatment Cells
- 13. Prado Open Water Unit Process (POWUP) Treatment Cells (full photo)
- 14. Traditional Wetland Cell & POWUP Treatment Cells
- 15. Nitrate Reduction – Open Water Cells
- 16. SAR Flood Event – December 2010
- 17. Flood Damage – December 2010 (ANIMATED)
- 18. Prado Wetlands (full photo)
- 19. Questions? (over Prado Wetlands full photo)
- 20. Wetlands Inflow
- 21. Santa Ana River Watershed (water agency designations)

Prado & Environmental Stewardship

- 1. Prado Constructed Wetlands Aerial Photo
- 2. Santa Ana River Watershed (water agency designations)
- 3. Santa Ana River Watershed (ANIMATED)
- 4. Prado Wetlands Photo
- 5. Stormwater Capture

- 6. OCWD Operational Facilities map
 - Recharge Basins
 - GWRS
 - Prado
 - Seawater Intrusion Barriers
 - OCSD Plants 1 & 2
- 7. Prado Wetlands—map and elevations
- 8. Prado Wetlands (ANIMATED)
- 9. Water Conservation at Prado Dam (diagram water conservation elevations)
- 10. Sediment Removal (ANIMATED)
- 11. Nitrate Removal
- 12. Least bell's Vireo (full picture bird in nest)
- 13. Least Bell's Vireo (1986-today)
- 14. Arundo Donax
- 15. Santa Ana Sucker Fish
- 16. Children's Water Education Festival—(about)
- 17. Children's Water Education Festival (tent set up with students)
- 18. Children's Water Education Festival (girls with snake around necks)
- 19. Children's Water Education Festival (students and presenter)
- 20. H₂O Learning Center
- 21. Next Generation Water Leaders
- 22. OCWD Education
- 23. Prado Wetlands (photo as sun goes down)
- 24. Prado Dam (full picture)
- 25. Prado Wetlands (full picture pelicans)
- 26. Prado Wetlands (full picture one flying pelican)
- 27. Prado Wetlands (full picture bird boxes)
- 28. Prado Wetlands (full picture dirt roads with vehicle)

Supplies and Costs

- 1. Replenishment Assessment (RA) & Additional Replenishment Assessment (ARA)
- 2. Imported Water vs. Groundwater Cost
- 3. OCWD Basin Management Tools
- 4. Historical Replenishment Assessment (RA)
- 5. Historical Basin Production Percentage (BPP)
- 6. Region's Average Rainfall
- 7. Sources of Groundwater Recharge
- 8. Refilling the Basin
- 9. Refilling the Basin (CLICK TO ANIMATE)
- 10. Sources of Water for the Basin
- 11. OCWD Basin Accumulated Overdraft
- 12. North/Central vs. South OC
- 13. California Water Sources
- 14. State Water Map (ANIMATED)
- 15. Groundwater Production History
- 16. Groundwater Production History (ANIMATED 1952-2015)
- 17. Future Water Supplies

- 18. GWRS Final Expansion
- 19. GWRS Project Funding (original thru FE)
- 20. Where Does O.C.'s Water Come From?
- 21. Poseidon Resources Huntington Beach Ocean Desalination Plant
- 22. Proposed desalination facility (full photo)
- 23. MET IPR coming soon!
- 24. Prado Stormwater Capture coming soon!

Sustaining GW Supplies

- 1. Title Page
- 2. Orange County Water District (Service Area/Brief History)
- 3. Imported Water for Orange County
- 4. Groundwater for Orange County
- 5. Sources of Groundwater Recharge
- 6. Managed Aquifer Recharge System
- 7. Managed Aquifer Recharge System (full page basin with arrows)
- 8. Summary of Recharge System
- 9. OCWD Surface Water Recharge Facilities
- 10. OCWD Recharge Acquisitions (1936-2010)
- 11. OCWD Recharge Facilities (map of OC facilities)
- 12. OCWD Surface Recharge Systems
- 13. Santa Ana River (SAR) System
- 14. Weir Ponds
- 15. Recharge Basins Also Provide Storage Capacity
- 16. Imported Water System
- 17. Imported Water Challenges
- 18. Groundwater Replenishment System (GWRS)
- 19. GWRS Connection to FHQ
- 20. Seawater Intrusion Barrier
- 21. GWRS Final Expansion
- 22. Indirect Potable Reuse
- 23. Questions?
- 24. Thank You (last slide)
- 25. Extra Slides
- 26. Sources of Water for Orange County
- 27. Soil Aquifer Treatment (SAT)

Water Quality / R&D

- 1. Philip L. Anthony Water Quality Lab Photo
- 2. Laboratory Support
- 3. Certified Analysis
- 4. Exceptional GWRS Water Quality
- 5. Constituents of Emerging Concern
- 6. Volatiles & Semi Volatile Compounds
- 7. V&SVC photo 1
- 8. V&SVC photo 2

- 9. V&SVC photo 3
- 10. V&SVC photo 4
- 11. Research and Development (R&D)
- 12. Jana Safarik R&D photo
- 13. Gloved hands testing
- 14. Black and White microscopic images
- 15. Glow in the Dark
- 16. Lab Photo (1)
- 17. Lab Photo (2)
- 18. Lab Photo (3)