

Yale SCHOOL OF THE ENVIRONMENT

# YSE PowerPoint Template Guide

2025.01



# Introduction

A few tips and tricks to get started on how to use this new template

# Overview

These new template options were created after direct input and an audit of several presentations created by faculty and staff who frequently use PowerPoint.

- The goal was to create a new design that can help make presentations more legible and organized while providing layouts that are flexible enough for the range of content created.
- With this goal in mind, the templates include:
  - A guide for better alignment of items on a page to eliminate “bouncing” around
  - Branded colors
  - Consistent title and body fonts
  - Suggested styling for icons and graphics, such as maps and charts

# How To...

## Download and Install YaleNew Fonts

 This font is not YaleNew.

If this font is what you see, please see instructions of how to load correct YaleNew font.

 This font is YaleNew.

1. Note, before starting to install fonts be sure to quit out of PowerPoint so the fonts load properly upon startup.
2. Download the font files located in the folder labeled Yale\_typeface.zip.
3. Unzip folder.  
On Mac: right-click the .zip folder and select Open.  
On PC: right-click the .zip folder and select Extract.
4. Select all fonts within folder, right-click, and select Install.
5. If you're prompted to allow the program to make changes to your computer, select Yes.

# How To...

## Pick the right sized master template

- Ultimately which template style you choose is up to you, however once you decide on a theme for your presentation **do not** mix and match from both templates.
- Both standard size (4:3) and widescreen size (16:9) templates are offered.

If you are collaborating on a presentation please ensure all team members use the same template style and size. Templates of different sizes (and styles) that are combined **will not** adapt to one another automatically.

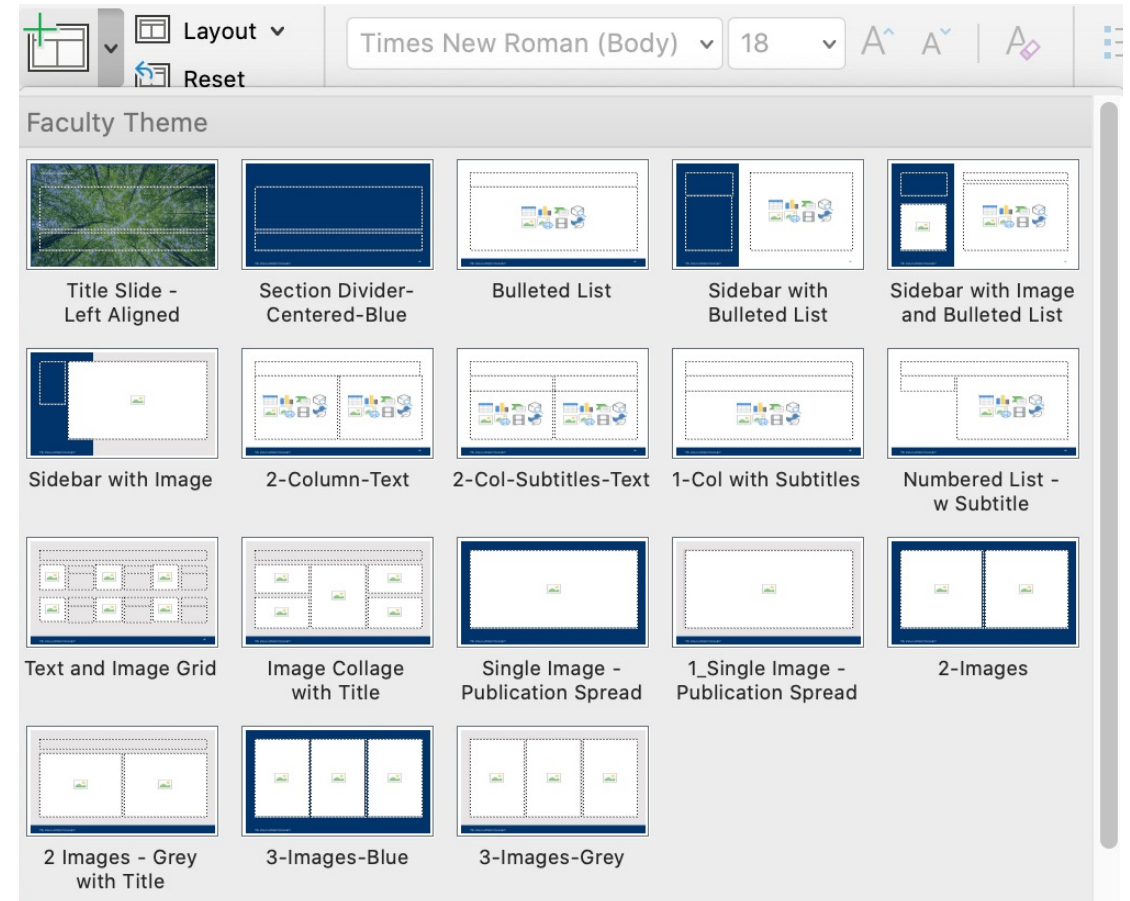


# How To...

## Select and update slide layouts

This PPT template includes a variety of slide styles designed to suit different needs. Most slide options are pre-loaded into the presentation. To update the layout of a slide you're working on:

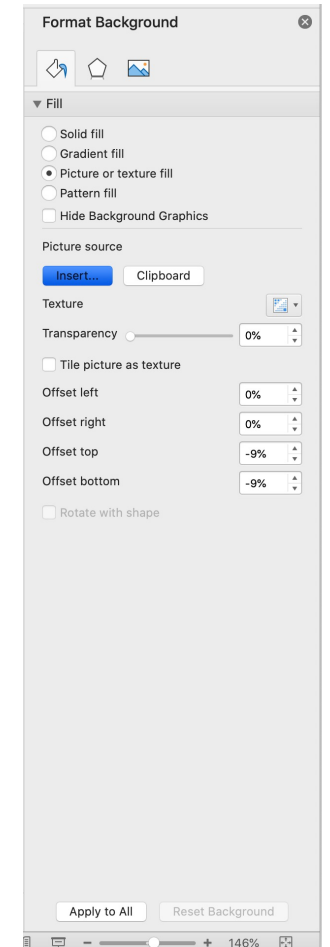
1. Select the slide you want to update.
2. Navigate to the ribbon at the top of the screen.
3. Click the drop-down menu next to “New Slide” or “Layout”.
4. Choose your desired layout from the menu options



# How To...

## Replace the background image on the cover page

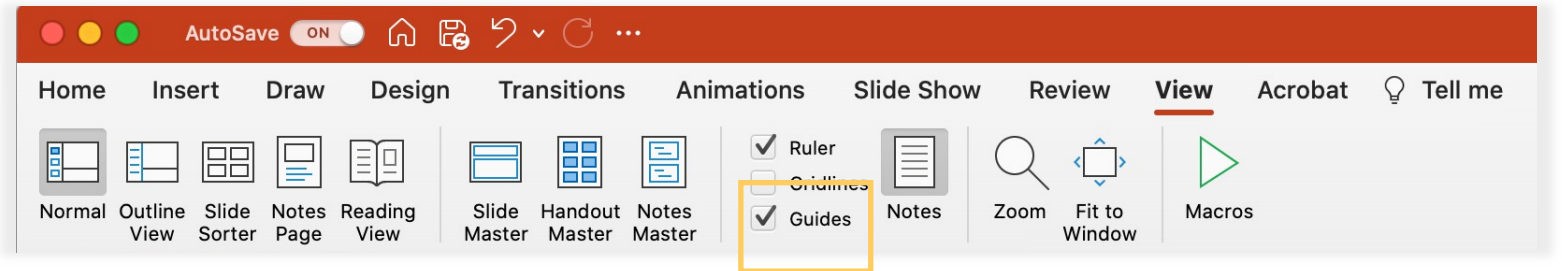
1. Insert a “New Slide” labeled “Title slide...” and double tap anywhere on the screen until the “Format Background” panel appears on the right of your screen.
2. Under “Picture source” select insert and replace the image with the one you want.



# How To...

## Hide or Show Guides

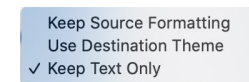
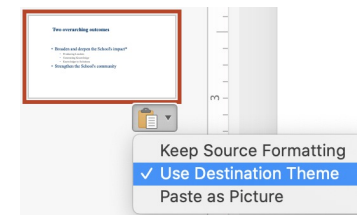
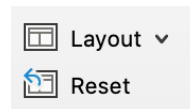
1. Click the “View” tab
2. Click checkbox to enable or disable “guides” to turn them on or off



# How To...

## Copy and paste slides from another presentation *the right way*

1. Drag and drop a slide(s) into the PowerPoint.
2. Click on the tab “Home” and then “Layout.”
3. The slide(s) will format to whatever selection you’ve made.
  - Note: you may have to make manual adjustments to get the template to fit the content correctly since it will automatically move text into boxes in areas you may not want them.
  - Tip: if you want to revert to the original layout after you’ve moved things around, you can select “Reset” to start with a clean slate.



# How To...

Copy and paste  
slides from  
another presentation  
*the right way*

## Alternatively,

1. Drag and drop the slide(s), select the option, “Use Destination Theme” and continue with step 2 above
2. If you copy and paste text to a new slide, click “Keep Text Only” for it to format to this new template

# YSE Editorial Styles For Your Reference

# Editorial Styles (1/3)

Spell out names of all organizations and schools on first reference.

On second reference, you can use an acronym.

## **Example:**

- The Yale School of the Environment hosted an international conference on deforestation at Yale-Myers Forests. During the conference, more than 50 experts in the field assembled at YSE.
- The Yale Center for Business and the Environment is launching a new podcast this month. CBEY's podcast will focus on how to finance a just transition to a clean energy future.

Capitalize the “s” in School or University when it's a stand-alone referring to YSE or Yale University.

## **Example:**

- The Yale School of the Environment had a record number of PhD candidates this year. In 2022, the School received more than 100 applications.
- Yale University President Peter Salovey will be announcing three new deans this summer. The heads of Yale Law School, Yale Divinity School and Yale School of Music retired from the University in May.

# Editorial Styles (2/3)

When citing degrees,  
do not use periods.

**Example:**

- Jenna Musco '21 MEM was this year's Kroon Cup winner.
- This year's student commencement speakers include Mario Alipio Soriano Jr. '22 PhD; Kieren Rudge '22 MEd and Aditi Bhatkhande '22 MEM.

Use serial commas.

**Example:**

- The conference brings together scholars, practitioners, and activists from around the world.

Use gender-neutral terms  
whenever possible.

**Example:**

- Professor Peter Raymond is chair of the academic resources committee.

**When referring to personal pronoun preferences, should they wish, place the pronouns in parenthesis after a person's name (and graduation year and degree.**

**Examples:**

- Craig Jackson 22 MEM (he, him)  
Anne Jones '21 MEd (she, he, they)  
Bob Smith '19 PhD (they, them their)
- Bob Smith (they, them, their) will be heading up the new Center for Soils and Streams. They said the new center will be their top priority.

# Editorial Styles (3/3)

Do not use a comma after Jr. or Sr. for an endowed title.

**Example:**

- Carl W. Knobloch, Jr. Dean Indy Burke

In bulleted lists, make each bullet point either a phrase or a full sentence for consistency. For full sentences in a bullet point, use a period at the end.

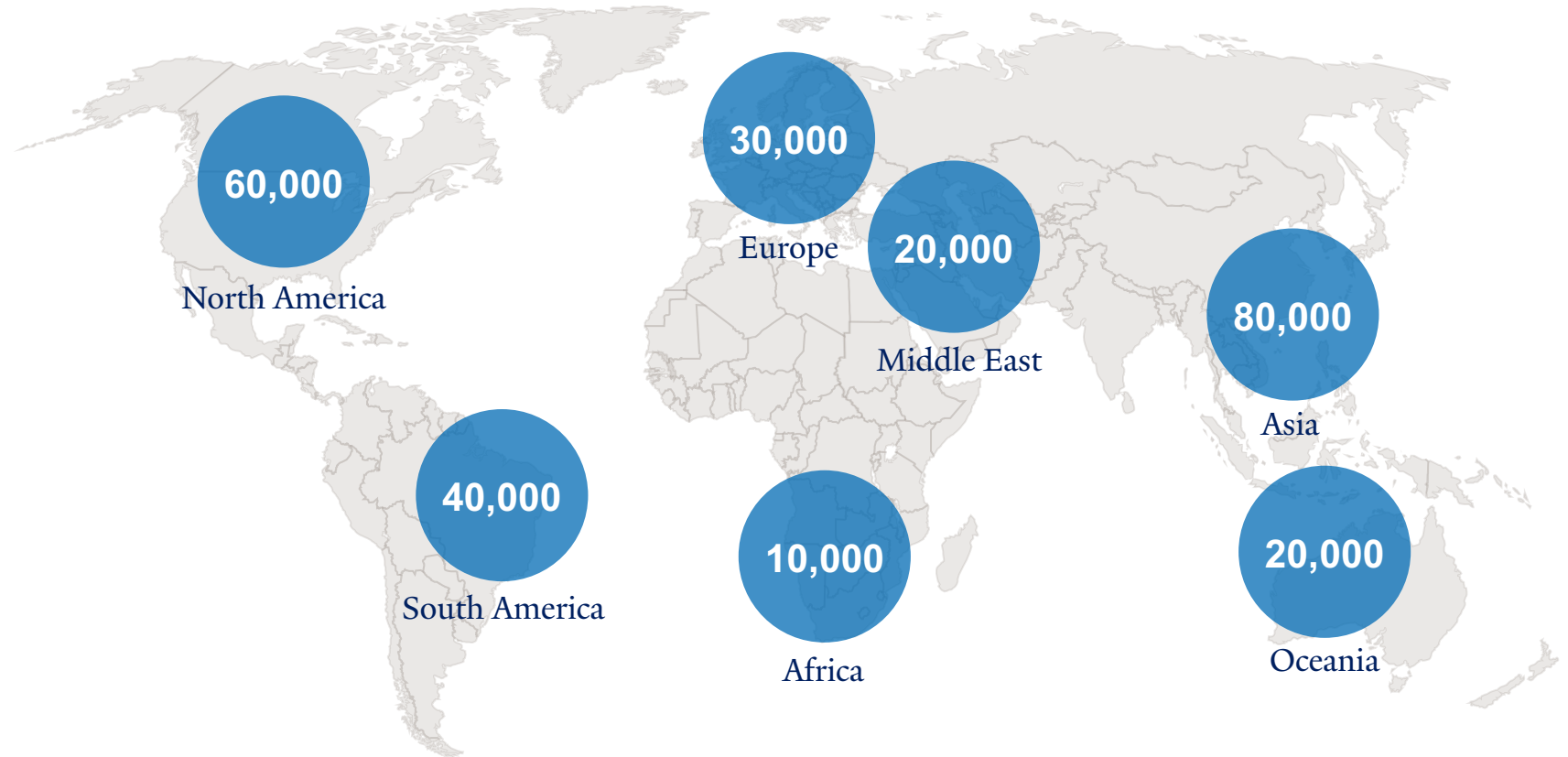
For fragments in a bulleted list, don't use a period.

# Additional Resources That Can Be Copied and Pasted

# How To...

## Edit the map

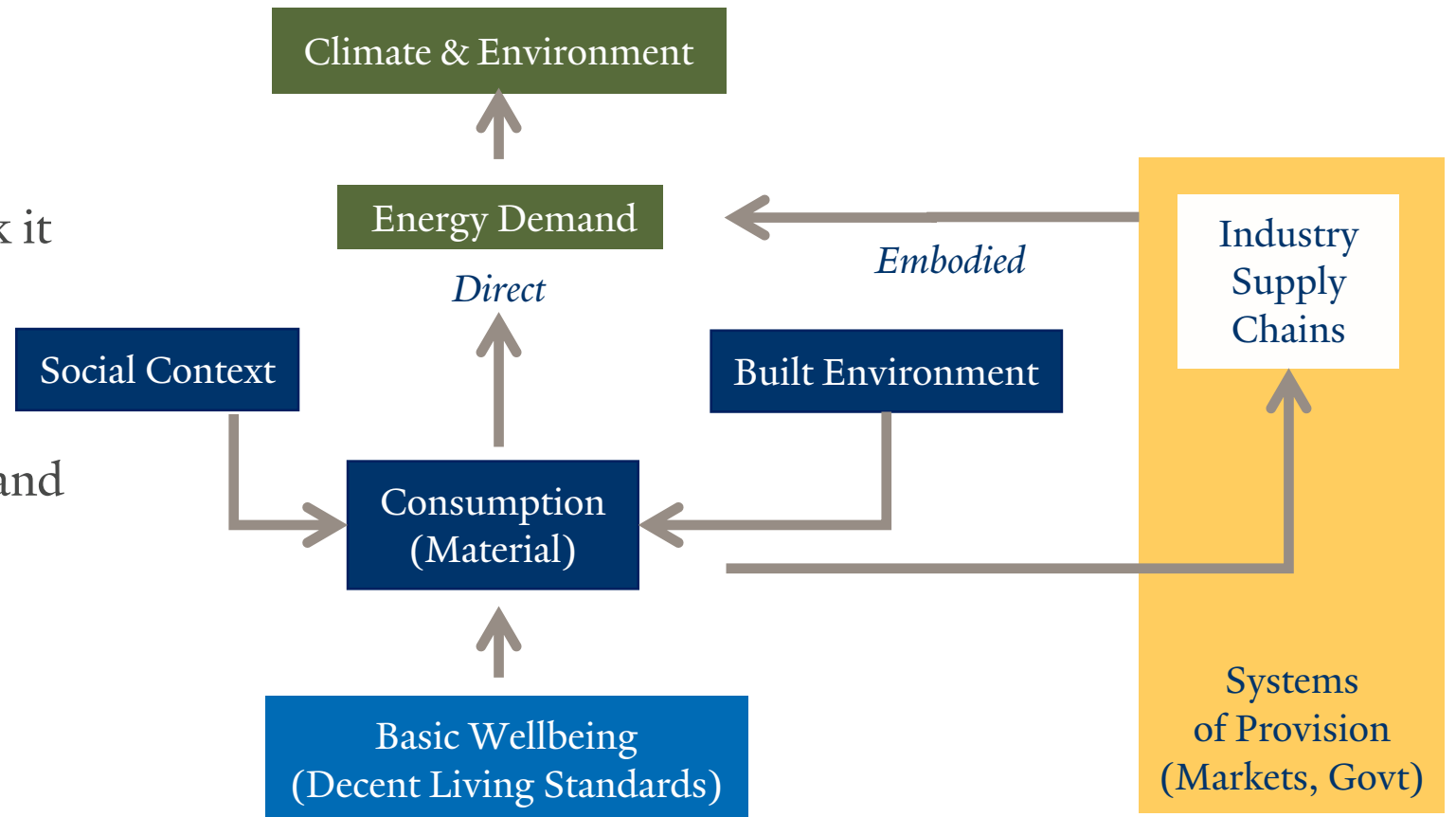
- Select the map and right click it to reveal the menu
- Hover over “Group” and then select “Ungroup” to edit the color and data as needed



# How To...

## Edit the flow chart

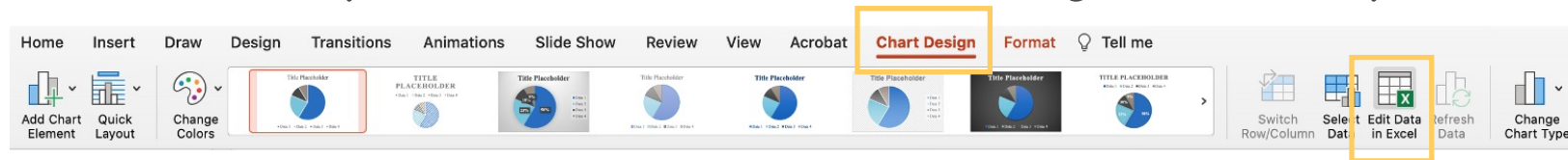
- Select the flow chart and right click it to reveal the menu
- Hover over “Group” and then select “Ungroup” to edit the color and data as needed



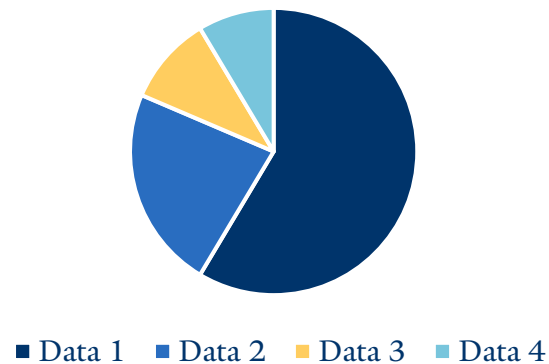
# How To...

## Edit Charts

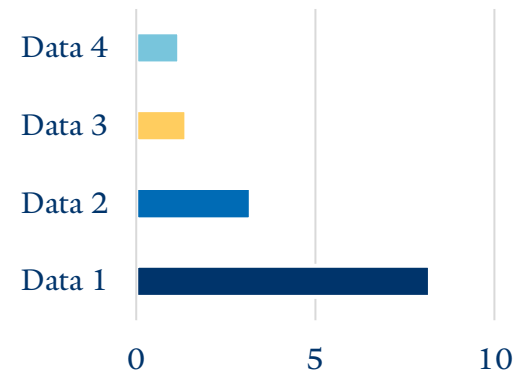
- You can copy and paste the editable charts below
- Click on a chart you want, then the tab “Chart Design” followed by, “Edit Data in Excel”



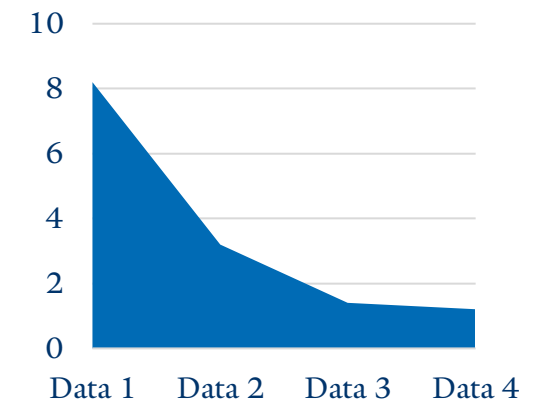
Title Placeholder



Title Placeholder



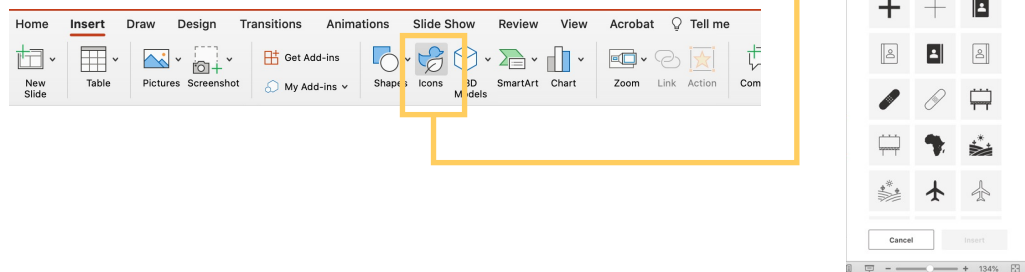
Title Placeholder



# How To...

## Insert Icons

1. Click the tab “Insert” and click “Icons” to display the panel on the right-hand side of your screen
2. Search for icons and be sure to use *either* outline or filled-in styles throughout a single presentation (**note:** do not mix styles)



## Style 1: Outline



Global Scenarios  
and Models



Social  
Sciences



Normative  
Analysis



Wellbeing  
Studies

## Style 2: Filled In



Global Scenarios  
and Models



Social  
Sciences



Normative  
Analysis



Wellbeing  
Studies