Basic Guidelines

Below are a set of themes employees may use for both internal and external presentations.

There are instructions for using them in either Keynote, Power Point or Google Slides.

First of all, make sure you have installed **San Francisco Pro Display** font.

How to start using ForceManager templates?

Keynote:

Open the **.KTH file**

Double-click on the file to open it. Keynote will suggest you to create a new presentation using the theme or adding it to your theme chooser. **Click Add to Them Choose**

It will be automatically saved on **My Themes** so you can reuse it when necessary.

Power Point:

Open the **.POTX file**

To add new slides, make sure that you're working on the **Home Tab**.

Click on the **New Slide** dropdown, and use the designed slides.

Google Slides:

Open the following link: **GoogleSlide-Template**

Rename the presentation, and save it on **My Drive**.

Duplicate (or delete) the slides you need to keep working on your presentation.

Word:

Open the following link: **Word-Template**

If you are a Windows user save it on C:\Program Files\Microsoft Office\Templates
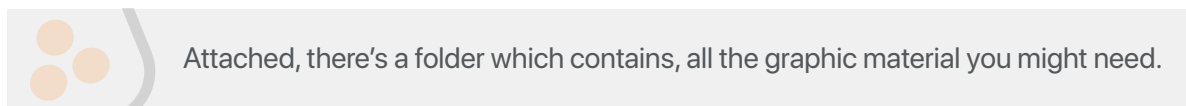
For those who use iOs save it on Users ‣ name.surname ‣ Library ‣ Group Containers ‣ UBF8T346G9.

Office ‣ User Content ‣ Templates

Open Microsoft Word, click on New from template, choosing one on the personal templates menu.

Important Tips!

- When using a dark background theme change the color font into white.
- When adding device screenshots in Google Slides, replace the images using the secondary click and send them to the back.

Attached, there's a folder which contains, all the graphic material you might need.
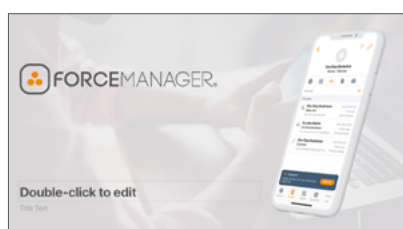
Font : Family, weight and size

Use **SF Pro Display** for presentations made on Power Point or Keynote.

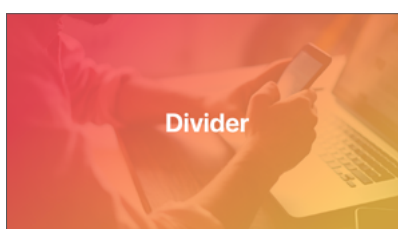Use **Montserrat Bold** and **Robot Regular** for presentation made in Google Slides.

The following table shows a basic guide for the font usage.

	PPT		KEYNOTE		GOOGLE SLIDES	
	size*	weight	size*	weight	size*	weight
Cover title	60pt	SF Bold	60pt	SF Bold	23pt	Montserrat Bold
Cover subtitle	32pt	SF Regular	34pt	SF Regular	14pt	Roboto Regular
Divider Cover	96pt	SF Bold	120pt	SF Bold	45pt	Montserrat Bold
Slide title	72pt	SF Bold	72pt	SF Bold	27pt	Montserrat Bold
Slide subtitle	42pt	SF Regular	42pt	SF Regular	16pt	Roboto Regular
Slide text	40pt	SF Regular	34pt	SF Regular	12pt	Roboto Regular
Highlighted results	105pt	SF Bold	140pt	SF Bold	36pt	Montserrat Bold
Highlighted results text	40pt	SF Regular	38pt	SF Regular	14pt	Roboto Regular

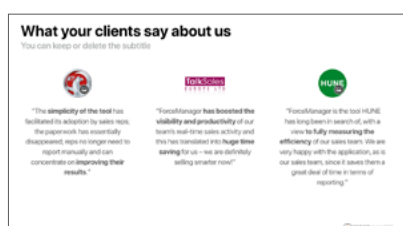* Font size may vary, this table is just a recommendation

Cover title and subtitle

Divider cover

Slide title and subtitle

Slide text

Highlighted results and text