

# **Instructions for Creating the Annie Program PowerPoint Presentation**

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## **Creating the PowerPoint**

Please read both pages of instructions completely and carefully before assembling the slideshow. Download the PowerPoint template from the TSO website. Open the PowerPoint. Select *File*, then, *SaveAs*. Save the presentation as the name of your chapter, for example, Epsilon Upsilon, Theta Alpha, etc. Now you are ready to add your content to this presentation. Remember to save changes as they are made.

## **Requirements for adding content to your slideshow**

1. Please follow the instructions on the slideshow template.
2. You may change the theme or background color to fit with your program theme. Please remember if you choose to use a dark background, you will need to use a light text and if you use a light background color, you will need to use a dark text color.
3. Fonts
  - a. Do not use all capital letters for any part of the presentation
  - b. Title font size should be no less than 52.
  - c. Font size for describing the photos should be no less than 28.
4. Photos
  - a. Faces of children cannot be shown - use only the backs of heads
  - b. Individual consent forms granting permission by adults shown in the slideshow should be on file with the chapter. The “Annie Consent Form” found on the website with the template and instructions must be submitted with the slide show.
  - c. Copyrighted artwork must have written permission from the owner of the artwork and must be on file with the chapter.
5. Slides
  - a. Use a maximum of 6 slides with one picture per slide.
  - b. One slide for the chapter name, area, and title of program
  - c. Five slides to show the program.
  - d. A maximum of 4 words per slide to describe the content.

## **Friendly Reminder!**

Did you save the program under your chapter name? Did you save your changes?

## **Deadline**

Please submit the chapter Annie PowerPoint slideshow as soon as possible after the completion of the program. Early submission of presentations will prevent congestion and will allow sufficient time to review and prepare each slideshow for the Waco Convention. The absolute deadline for submitting the presentation is April 1. No late entries will be accepted.

Email the slideshow presentation and Annie Consent Form to:

Kitty Hutchcroft, Technical Consultant - [kat62116@gmail.com](mailto:kat62116@gmail.com)

and

Michelle Grandinetti, TSO Programs and Service Projects Chair - [mrgrose2014@gmail.com](mailto:mrgrose2014@gmail.com)

## **How to attach your PowerPoint to an email when you are finished**

Open an email document. Find the paperclip icon and click on it or look for the word *Attachment*. Locate the PowerPoint presentation on your computer. Double click on it or click once and click on the *Done* button. Once the PowerPoint has been attached, press send. An email will be sent confirming that the slideshow has been received.

## **Need Help?**

For Technical assistance please contact Kitty Hutchcroft-[kat62116@gmail.com](mailto:kat62116@gmail.com)

For all other questions please contact Michelle Grandinetti- [mrgrose2014@gmail.com](mailto:mrgrose2014@gmail.com)

We look forward to reading your exciting new Annie!

Kitty and Michelle