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CISCO

2017 Cisco Live Presentation Support

The Cisco Live template provides effective corporate branding for Cisco and a consistent experience for attendees.

Make Your Cisco Live Presentation a Success

A new PowerPoint template will be used this year at Cisco Live 2017. Many of the design decisions were based on your feedback from last year. Here are some tips on how to use the template most effectively.

Create Visual Impact

- Use words to summarize key points and try to keep bullets to five words in a line and a maximum of five lines. You want people in the back row to be able to read the slide easily.

- You do not have to fill all the space on the slide with content. Having empty space can provide contrast and help direct the viewer's eyes to the main elements.

- Use images and diagrams wherever possible. Tell the story visually. Cisco Brand Exchange has an icon library and an image library. Use these instead of low-res images from the web or copyrighted images.

Animate with Care

- Animations can be a powerful way to introduce your concepts, but you should use them sparingly and reserve them for more complex ideas.

- Your PowerPoint slides will be saved as PDFs, so what you see in Normal Mode is what will appear on the PDF.

- Make a slide for each step of the animation including a final slide where the animation concludes. Split animations across slides (often called builds).
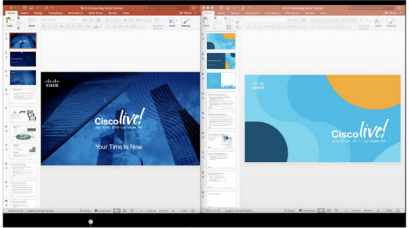
Avoid Common Problems

- Make sure you are using the correct event template from the Speaker Resource Center (SRC) or Jive.

- Include all required slides in your presentation: Theme, Title, Evaluation, Continue Your Education, optional Certification, and End slides.

- Make sure your presentation ID is filled in and appears on each slide. This goes in the footer and on the Title Slide, so follow the "Steps for Filling in Presentation IDs" as detailed in the 2017 Cisco Live template.

- The audience will reference the slides by page numbers, so make sure to verify page numbers are turned on in the footers. Do this by using Insert/Header and Footer/Slide Number/Apply to All.
- Make sure there are no image issues such as copyright infringement, watermarks, or inappropriate images.

Include all required slides in your presentation: Theme, Title, Evaluation, Continue Your Education, optional Certification and End slides.

Importing Slides

If your deck is based on last year's Cisco Live template, you should not have many issues. To import slides follow these simple steps on either a PC or a Mac.

1. Open the new Cisco Live 2017 template.
2. Save As the title of your presentation.
3. Open the old presentation in Slide Sorter mode.
4. Select all the slides you want to move and copy them.
5. Switch to the newly saved presentation in Slide Sorter mode. You will see sample slides there. It is okay to leave them for now. They are useful for reference. You can delete them later.
6. Click after the last sample slide and paste, choosing "Use Destination Theme" under Paste Options.
7. The slides will automatically use the new template's look and feel.
8. Reset slides to the correct layout using Home/Layout. Make sure every slide is assigned to a layout from the new template.
9. Delete all non–2017 template Master or Layout slides. PowerPoint will add unnecessary "rogue" layout slides it cannot transpose into the new look and feel. Once you have reassigned the slides correctly, delete these old layouts.
10. Repair Master slides, doing things such as removing an old logo that moved over when converting.
11. Format slide content as needed.
12. A short video tutorial about importing slides is also available in the SRC.

This template is in a widescreen format. If your images are from last year, you will not need to convert them. But you will need to convert other presentations in standard 4:3 formats. To do this:

1. View the existing and new slide decks side by side.

2. Copy all graphics over, replacing all stretched graphics, and resize as needed.

3. Group non-animated images before resizing by selecting several images, right click, and select Group. Resize from the corner only, while holding down the Shift key to maintain proportions.

4. Copy animated graphics into new presentation and resize individually. Do NOT group.

5. To repair stretched pictures, click on the image, select Picture Tools/Format/Reset Picture/Reset Picture and Size.

Software

To avoid software version issues, please use PowerPoint 2013 on the PC. On the Mac, use PowerPoint 2016 or 2011. Or if using a virtual PC, use 2013.

Mac to PC Issues

If both machines are running the latest versions of Microsoft® Office®, this should not be as much of a problem as it has been in older versions. However, if you do use a Mac, you may notice some differences.

1. You may have different menu choices than those listed in these instructions. Find the appropriate substitutes on your Mac.

2. You may experience font compatibility issues when moving from PowerPoint running on a Mac OS to a Windows PC. The issue generally has to do with word wrap. In addition, there can be issues with alignment of text or objects (including labels in charts).

3. If you created your presentation on a Mac, check it on a Windows PC to be sure everything is in the correct place. Make the corrections on a Windows PC. Save and do not revise the changes when viewing again on a Mac.

If You Need Help

The team from Decca Design will be onsite at Cisco Live to assist you. For more information about Decca Design contact Sheila Hatch at shatch@decdesign.com or at 408.391.9693.

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