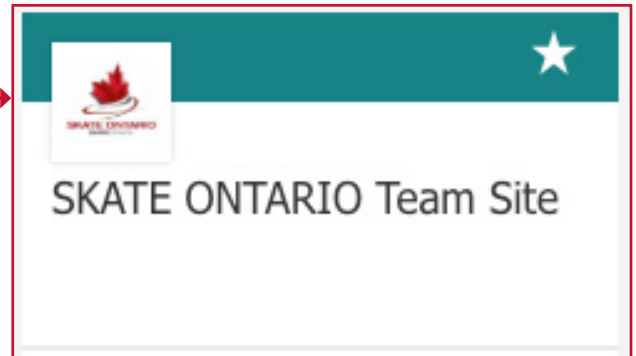
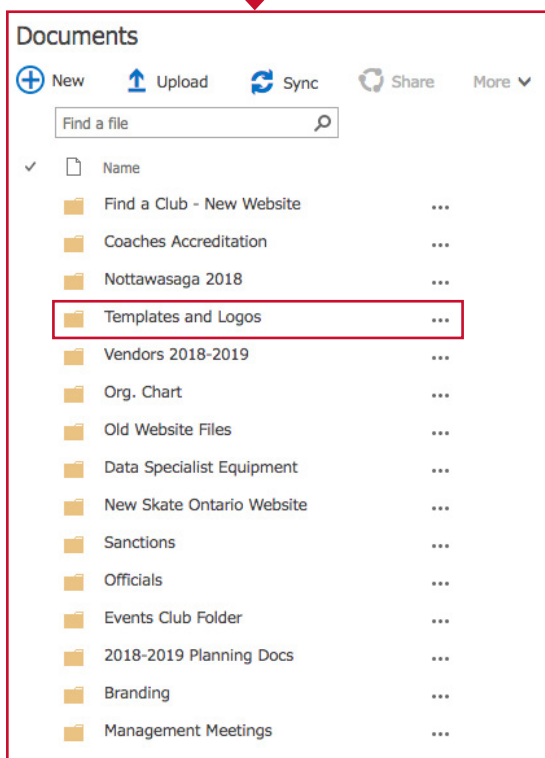


MICROSOFT WORD & POWERPOINT TEMPLATES

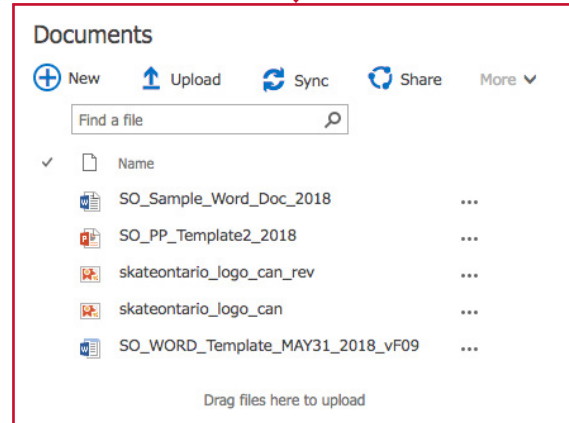
1 Go to the SKATE ONTARIO Team Site on SharePoint:



2 Open the 'Templates and Logos' folder:



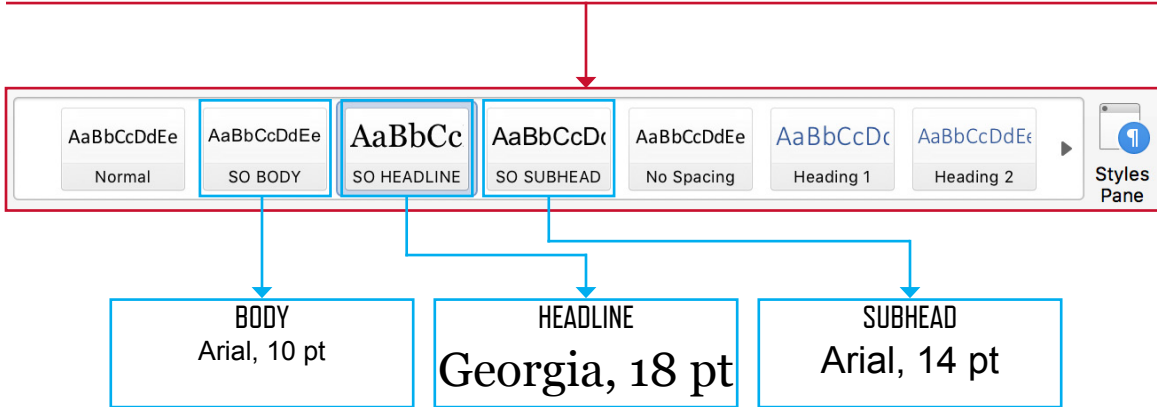
3 This folder contains the logo files (for both dark and light backgrounds), the Word template (with sample document) and the PowerPoint template. Please use these templates for all communications and presentations.



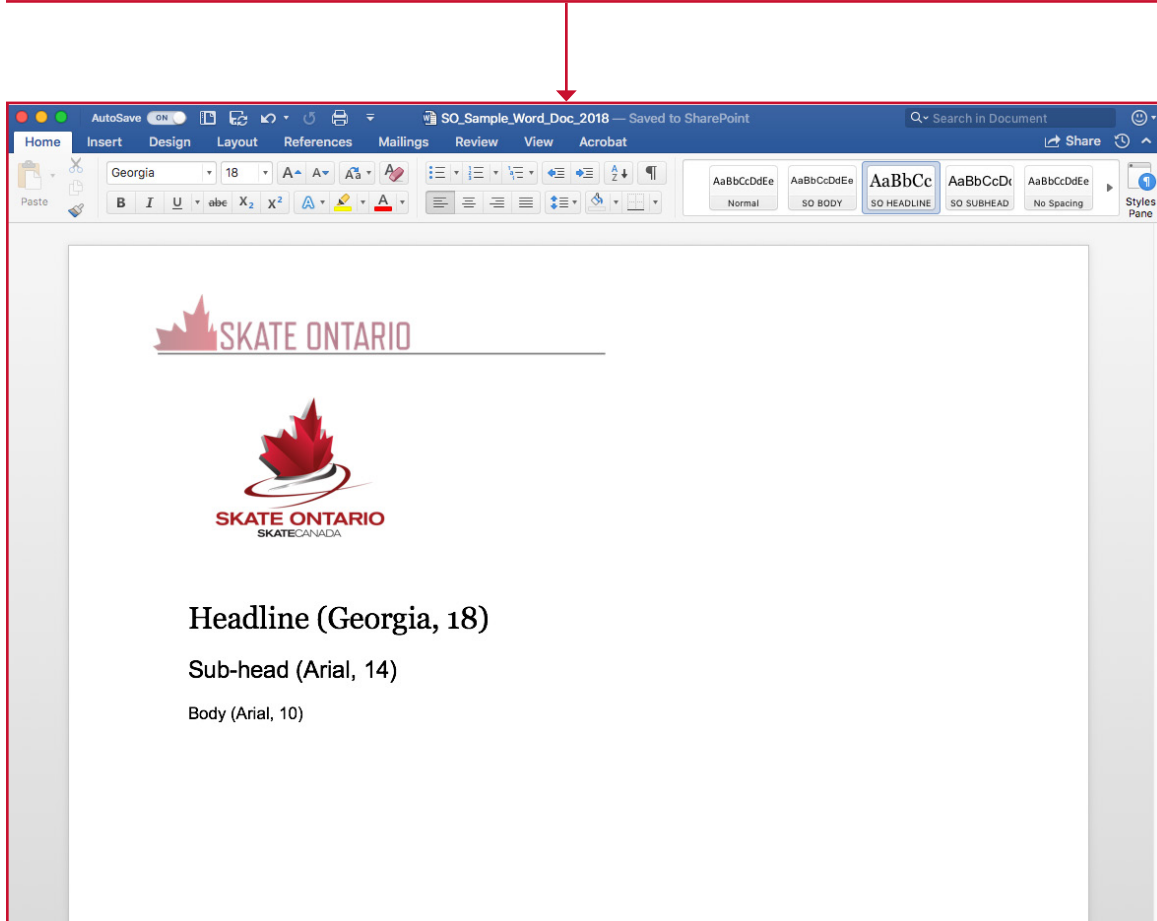
4 Logo examples:



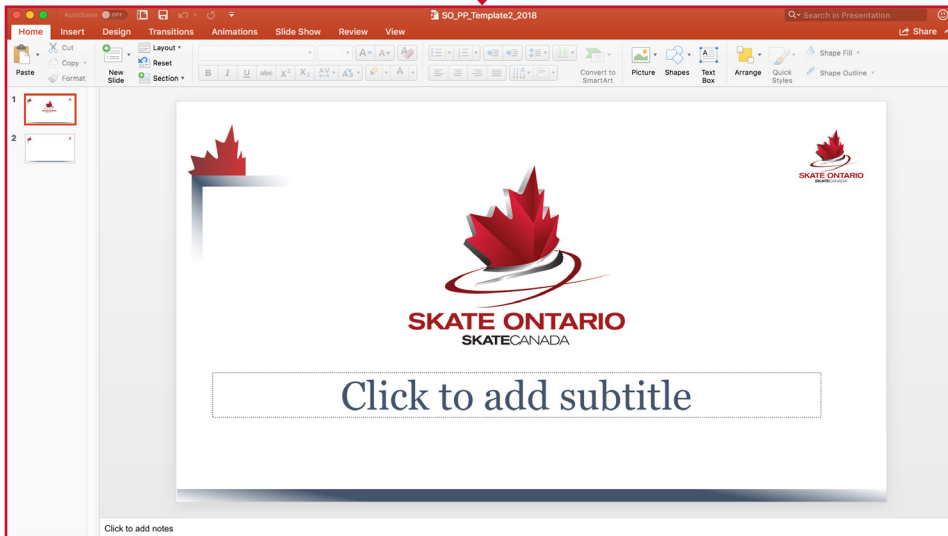
- 5 The Word template has pre-formatted styles in the Styles Pane for HEADLINE, SUBHEAD, and BODY text. Please highlight the text in your document and use the Styles Pane to format it.



- 6 Sample Word document (from template):



7 PowerPoint template (title page):



SPECIAL NOTES & GUIDELINES:

- Please download and use the Word and PowerPoint templates from the SKATE ONTARIO Team Site on SharePoint.

- Please use the correct typography for all communications and presentations (i.e. don't change the font).

- With consistent branding, Skate Ontario puts forth an impressive and professional appearance!

Thank you for following these guidelines.

8 PowerPoint template (content page):

