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Rules of Format

They transfer

High Standard of Quality

Professionality

Competence

They assure

Uniform Appearance

Balanced Utilization of Space

Good Readability

They promote

Efficiency

Internal Cooperation



Font and Symbols

Slide title in Arial, 20 pt bold (2 lines maximum)

**Subtitle in 16 pt Arial, bold
(2 lines maximum)**

Floating text in Arial, 14 pt, bold.

Text within graphics in Arial, 12 pt, bold.

Line spacing usually 1.

In exceptional cases line spacing can be changed in the following way:

**Line spacing is 1 and before each paragraph 0.5
(see Example Rules of Format).**

Tab spacing is 1.

Symbols of enumeration and their logic:

**1st Priority: Webdings; 1. line; 8. from right
(pre-formated in Master)**

2nd Priority: Windings; 5. li

3rd Priority: - Keyboard; Hyp

Example

Bullet text
Bullet text
let text

PROPOINT
graphics

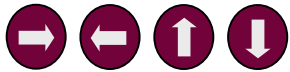
SAMPLE

Font and Symbols

Only the following arrows are to be used :

They are variable in size and have to be assimilated to the distinct object/graphic.

Windings; last line; 12, 13, 14, 15, from left



Graphic: Please copy and insert



Autoform; Block arrows; 1. line.



Colors: Symbol panels; drawing; arrow



How to Use the Slide Master

In clicking on a new page the slide master appears automatically

Headline

Click in the designated field at the top of the slide.

Insert the text.

End single-line headlines by using the Enter-key for the right positioning.

That is to avoid “Jumping“ between single and double-lined headlines, from one slide to the next one.

Representation Field

Click in the designated field in the body of the slide.

Insert the text.

If you add floating text, it has to be formatted into the right font size (Arial, 14 pt bold).

Line spacing, Tab spacing and numbering are already pre-formatted.

Important:

The Slide Master should not compromise the consistency of the presentation.

PROPOINT
graphics

SAMPLE

would compromise the