This is BNSF’s updated PowerPoint template.
The template is used for all BNSF presentations, both internal and external,
Proper utilization of the presentation template will project a professional image of the company to your audience while maintaining the BNSF brand.
• The 2017 PowerPoint template slide size is now widescreen (16:9) which matches the widescreen projectors installed in most conference rooms.
• All presentations created using the new BNSF template are automatically set to widescreen slide size. To ensure presentations display correctly, please do not alter the slide size.

Important note: earlier presentations created using the standard slide size will require modification to view correctly in widescreen mode. This typically includes resizing, moving and adjusting graphics, photographs and text.
The color PowerPoint presentation should only be used for digital presentations – and should never be printed. In the event a printed presentation is absolutely necessary, please use the NEW black and white template (described later in this deck).
The default slide deck contains eight slides.

This version automatically opens when you launch PowerPoint from your desktop.
Choosing a slide layout

- Select a slide in your presentation.
  - It may be a new slide, a slide that contains content or a slide that has a different layout applied to it.
Choosing a slide layout

- Click “Layout”
  - A dropdown menu will appear

- Choose the slide layout you want to appear on the slide
Choosing a slide layout – slide design choices

- Slide design options
  - Cover
  - Title and content
  - Header
  - General section divider
  - Blank
  - End slide
• New slide choices (business-specific divider slides must be downloaded separately – see subsequent information):
  – **Divider** slides with a variety of scenic shots depicting various commodities that move on the railroad (see starred items).
• Use **Divider** slides to create breaks within a presentation. These slides contain a text box that may be customized.
• Multiple section divider slides may be used in a single presentation.
• Divider slide use is **not** restricted to the commodity featured on the slide.
Alternative business-specific divider slides

- Business specific divider slides are available to download from the BNSF branding site
- Download the file and save it.
- Each time you need a slide from this deck, you will copy and paste it into the deck you are creating.
Alternative title and end slides

- Alternative title and end slides are available to download from the [BNSF branding site](#)
- Download the file and save it.
- Each time you need a slide from this deck, you will copy and paste it into the deck you are creating.
Copying a slide from deck-to-deck

• Open the alternative slide deck
• Choose the slide you want to copy from the slide viewer on the left side of the page (not the slide available for editing)
Copying a slide from deck-to-deck

- Right-click on the slide and select copy
Copying a slide from deck-to-deck

- Go to the deck you are creating (the one you want to insert the slide into)
- Click **between** two slides on the left navigation panel until you see the red bar (do not choose a slide, choose **between** the slides)
- Right-click on the slide and select copy picture
• First level of text is auto-sized to Arial 28 pt.
  – Subsequent levels of text auto-size smaller with each indent.
    • Third level
      – Fourth Level
Divider Slide
General

Use **Divider** slides to create breaks within a presentation.

Notes in white text boxes are instructive/informational and not part of the PPTX template.
Slide for text and graphics

- This slide contains text and a photograph
- Use these lines to describe the photograph or situation.
Graph slide – pie chart

- Good for showing percentages
- Pie chart is formatted with BNSF colors
- To enter new data, double click the pie chart

“Select” or “Edit” data

Note: charts are individual slides that reside in the template. They are not selected from the “Slide Layout” command.
Graph Slide – bar chart

SALES BY PRODUCT

- Good for comparing quantity
- Pie chart is formatted with BNSF colors
- To enter new data, double click the pie chart

Note: charts are individual slides that reside in the template. They are not selected from the “Slide Layout” command.
Changing a photo contained in a shape

- The photograph to the right is contained in a shape.
- Including this slide in a presentation is optional.
Changing a photo contained in a shape

• To change out the photo in the shape:
  a. First, select the photo.
  b. The “Drawing Tools” tab will show with “Format” underneath.
Changing a photo contained in a shape

• To change out the photo in the shape:
  c. Select “Shape Fill” from the drop down menu, then select “Picture”.
Changing a photo contained in a shape

• To change out the photo in the shape:
  d. Select “Browse” to insert a photo from a file on your computer.
This is an end (or closing) slide. Its use is optional.

An alternative would be to simply use the BNSF logo to close a presentation.