

Texas A&M Forest Service Templates

Texas A&M Forest Service Communications has developed a set of templates to help agency employees stay on-brand when creating one-pagers and power points. These templates have been created in a web-based program called <u>Canva</u> and you will need to create an account to access the templates – but don't worry, they're free!

The power point templates are available in both Canva and Power point. To access the power point versions, please visit the Agency Brand Guide -> <u>Templates</u> folder in Jostle. To access them via Canva, please click the links below. *Note: With a free Canva account, power point templates can only be downloaded as PDFs or presented in "present mode" via Canva.

Power Point Slides

Green:

https://www.canva.com/design/DAElaOftc04/Ikyusxtii3icI2333nshog/view?utm_content=DAElaOftc04& utm_campaign=designshare&utm_medium=link&utm_source=sharebutton&mode=preview

Maroon: <u>https://www.canva.com/design/DAElUuklYuo/kpV_t96-</u> 9Aq_Y9WYjcuGVw/view?utm_content=DAElUuklYuo&utm_campaign=designshare&utm_medium=link& utm_source=sharebutton&mode=preview

Law Enforcement: <u>https://www.canva.com/design/DAEla3ww-</u> s0/PoZczXWz_NTkTNK58fABdg/view?utm_content=DAEla3wws0&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton&mode=preview

How to use the templates

- 1. Select the template link that you would like to use and click the "use template" button.
- 2. The screen will prompt you create a Canva account if you do not already have one. Create a free account.
- 3. Each template includes a cover page and twelve pages that can be used. Select the page(s) you want to use and delete the extra pages with the trashcan icon on the top of each page.
- 4. Edit the page(s) you'd like to use by adding in your own text and images. *Some elements on templates are locked to avoid creating off-brand materials and cannot be moved.
- 5. Once the page(s) have been edited with your content, select the download button in the top right-hand corner and download as a "PDF Print" file or select "Present" to present your power point.

Helpful tips

- Please review the Texas A&M Forest Service <u>branding guidelines</u> before working on branded templates.
- For tutorials and training on working with Canva, please subscribe to the "<u>Design with Canva</u>" playlist on YouTube.