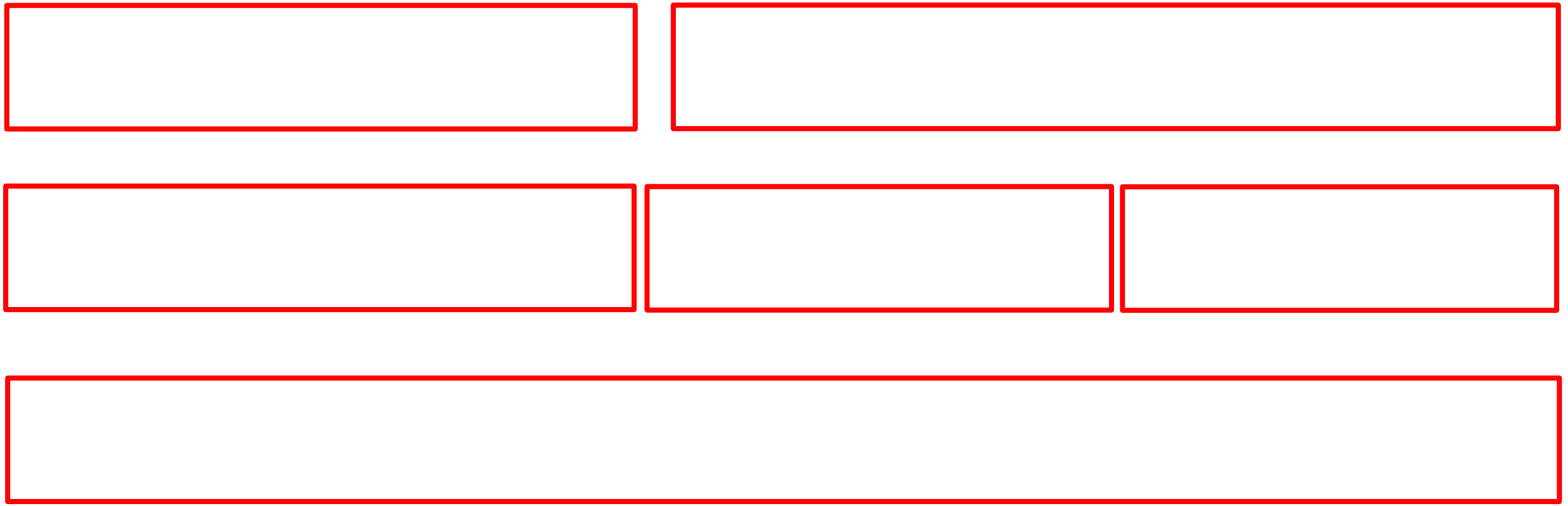
Instructions for Editing Slides

1. Select which of slides 2, 3, or 4 works best for your needs. Delete unused slides *after* you've made your edits.
2. Add text to each text field. Example / recommended text is shown in each field.
3. If using slide 4, add images (including org logo) to each image field by clicking the image icon. Once you have selected your image:

   Navigate to *Picture Format* tab > from *Crop*, select the *down arrow* > Select *Fit*.
4. For the final slide, use the templated brief or add your organization's own brief.

   Add org logo. Optional: Add revision date.



All personal electronic devices (PEDs), such as those depicted on this document, must be left outside of the secure facility. Failure to leave PEDs outside of the secure facility can result in a security incident, which may require a review of the PED. If you have a personal medical device, there must be approval on file prior to the personal medical device entering the secure facility.