HOW-TO TIPS

You can easily create an IES and IEEE-approved brand identifier for your chapter or special event with the provided PowerPoint template.

It is important to maintain brand consistency across all IEEE Industrial Electronics Society chapters. IEEE Industrial Electronics Society chapters should ONLY use the approved identifier treatments available in this template. Do not add icons or additional graphic elements to your chapter or special event identifier.

Three Easy Steps!

How to use the template

1 Open the PowerPoint file to show the template.

Click on the text box to highlight all the sample text and enter your group or special event name, adjusting the size of the text as needed. Use 2 or more lines of text only if needed.

DO NOT MOVE the text box or the IEEE Industrial Electronics Society logo that appears on the slide. It is important for those elements to remain in place in order to successfully create your chapter or special event identifier.

Use Formata Regular if you own a license for use of the brand font, or maintain the template version with brand font alternate Calibri.

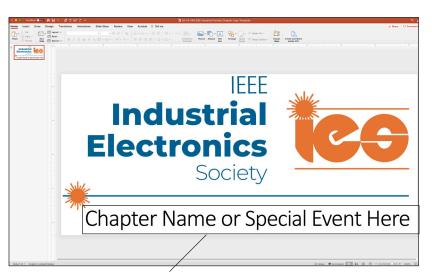
If you are not sure how many lines you need, then feel free to experiment with the text box to see which text size looks best without crowding the words. Ensure your text is centered top-tobottom and side-to-side under the logo. Do not move any of the elements on the slide. Simply type your chapter or special event name into the sample text area.

3 When you are satisfied that your chapter or special event is correctly spelled and centered under the logo, it's time to create your JPEG, PNG, or PDF as needed:

"Select All" elements on the slide (Control+A or Command+A on a MAC). Make sure BOTH the IEEE Industrial Electronics Society logo plus your text are selected. "Right-click>Save as Picture" from the drop down menu.

Choose where you will save your new chapter or special event identifier in your files and give it a file name. Use the "Save as Type" drop down box to choose JPEG or PNG. Choose "PNG Portable Network Graphic Format" to create your chapter or special event identifier with a transparent background.

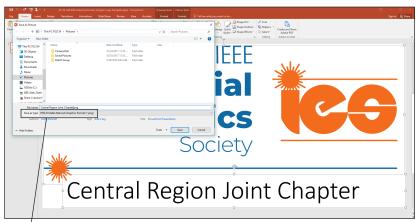
Open the new chapter or special event identifier you just created to check for spelling and that your chapter or special event name is centered under the IEEE Industrial Electronics Society logo. That's all there is to it!



Type your chapter or special event name here

The PowerPoint template contains an area to customize for your chapter or special event name

"Select All" elements on the slide then "Right-click" to "Save As Picture"



Choose PNG

You can choose from several formats from the drop down menu, such as PDF, JPEG or PNG. Choose "PNG Portable Network Graphic Format" to create your chapter or special event identifier with a transparent background.



Example of an IEEE Industrial Electronics Society chapter identifier created from the PowerPoint template.



Central Region Joint Chapter, XL202