

abwe

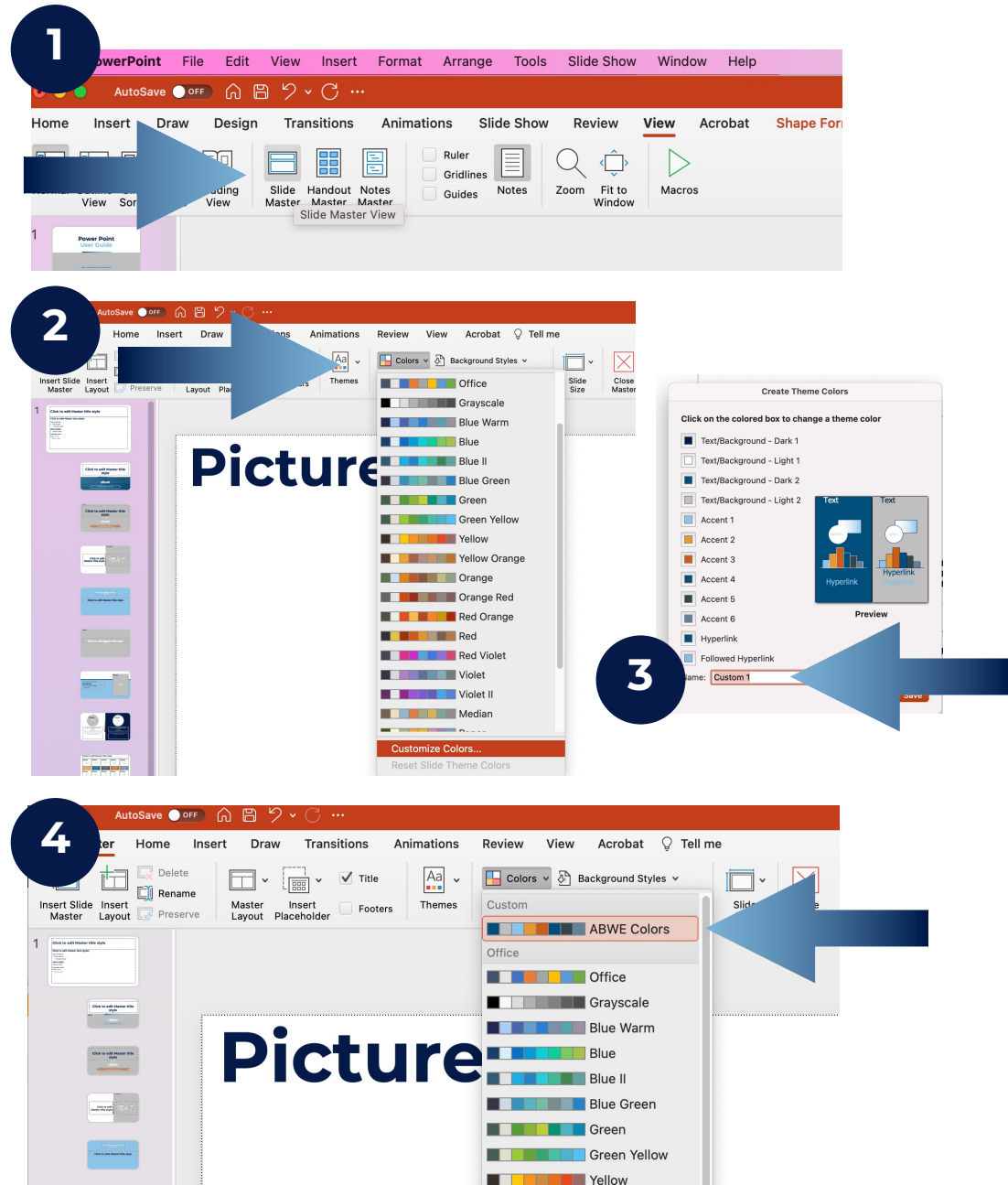
Presentation Template for Missionaries



Your Presentation Template

This missionary presentation template is for use in orientation, prefield training, and beyond. The goal is to give you a ready-to-use, branded deck that ties directly into the **“My Message, My Audience”** workshop (Golden Circle framework: Why → How → What).

This user guide walks you through the presentation template and offers practical tips to help you navigate PowerPoint.



Change Default Color Palette

1. In top menu select **View** click on **Slide Master**
2. Then click on the **Colors** arrow and select customize colors.
3. You will see the ABWE color palette displayed, name the color theme ABWE Colors.
4. Now when you click on arrow you should be able to select the ABWE Colors.

Pro Tip

The ABWE color palette is now available in other Microsoft Office programs like Word and Excel.

Fonts

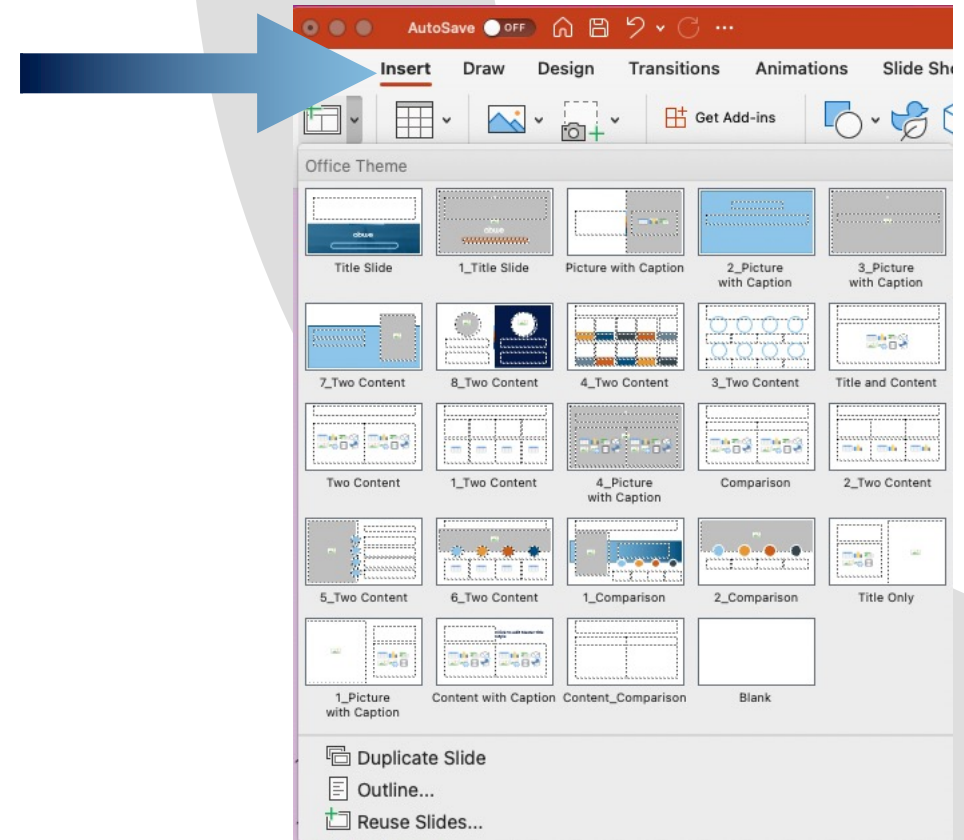
ABWE uses Montserrat for presentations. Montserrat is a free font, and you can download it from Google Fonts.

<https://fonts.google.com/specimen/Montserrat>.

Insert New Slides

New slides can be added from Insert/New Slide/

- This will pull in pre-designed master slides.
- Each layout includes text frames and images, that you can click on to populate with content.

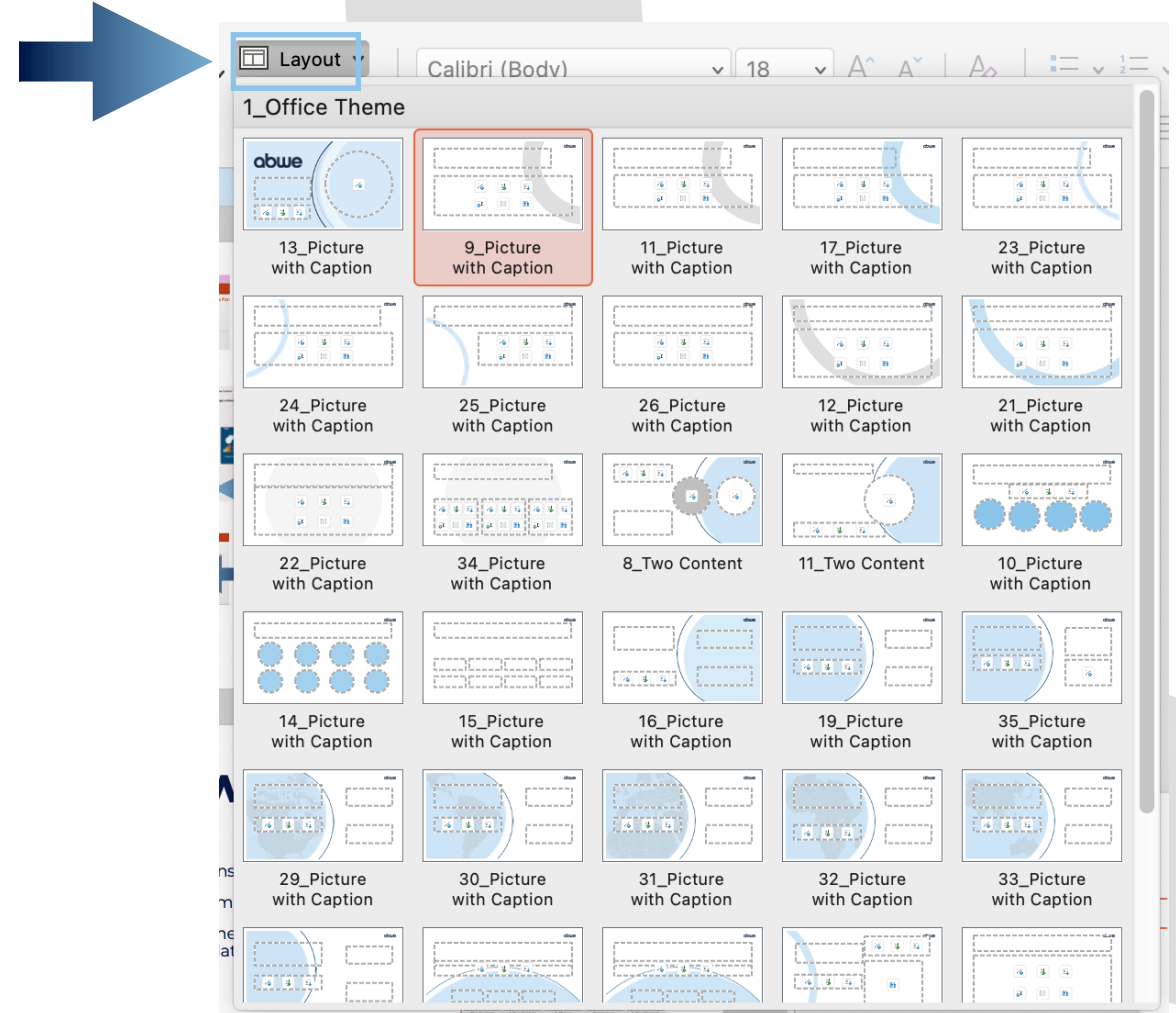


Change Page Layout

You can change the layout of slide under the **Home Menu** click on the **Layout** drop down arrow and select the layout that you feel will work with your content

Pro Tip

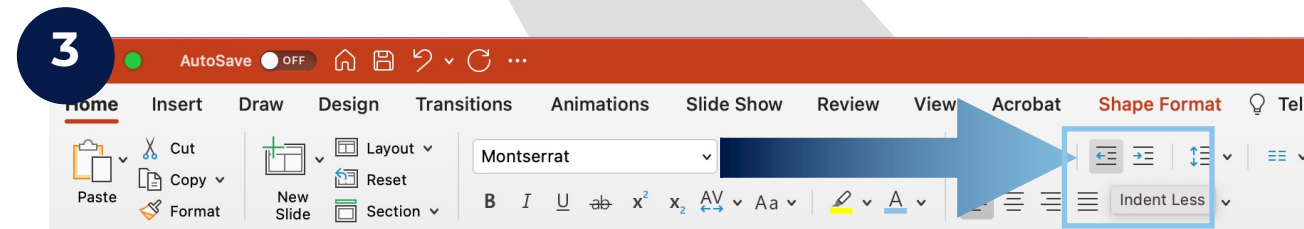
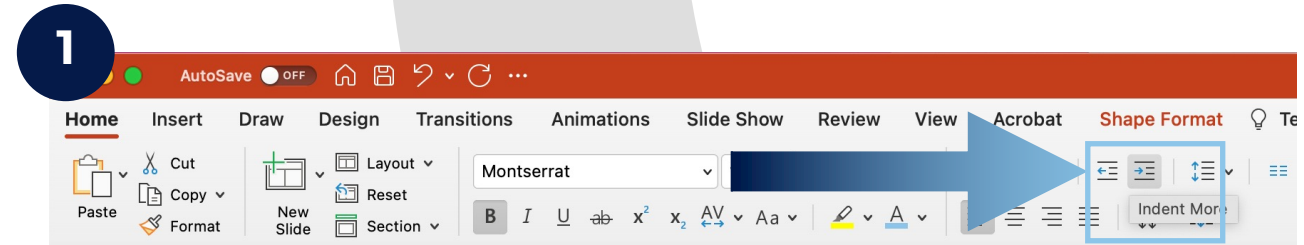
To create a cohesive presentation always start with one of the predesigned layouts and modify as needed.



Change Text Styles

Follow these steps to easily adjust the styles:

1. Select the text you want to change
2. Click the Tab Key, keep clicking it until the style you want is applied to text. Or under the Home menu click on the Indent Button, keep clicking until the style you want is applied.
3. If you want to go back to a previous style hold the shift key down as you hit the tab key. Or under the Home Menu click on the Indent Less button.



Presentation Do's and Don'ts

DON'T use a lot of a text in your slides

If you pack your slides with lengthy text, then your audience is going to be straining to read what's written rather than listening to what you have to say. Plus, large text blocks are the opposite of visually compelling.

DO follow the 5/5/5 rule

Do keep your audience from feeling overwhelmed, you should keep the text on each slide short and to the point. Some experts suggest using the 5/5/5 rule: no more than five words per line of text, five lines of text per slide, or five text-heavy slides in a row.

Presentation Do's and Don'ts

DO use larger font sizes

One of the biggest issues with fonts in slideshows is often size. How big should the text in a PowerPoint presentation be?

- Minimum font size for main copy and bullets: 18 points
- Preferred font size for main copy and bullets: 24 points
- Preferred font size for headers or titles: 36 + points
- 16 points can be used when supporting graphics, but use with caution

DON'T use script or italic fonts

While italics and script fonts can be a great option online or in print applications, presentations come with a different set of rules. The biggest contributing factor is that text often has to be read from a distance – think about audience members in the back of the room – and any slanting can make that more difficult.

Presentation Do's and Don'ts

DON'T center your text.

A chunk of text in the center of every slide makes all of your slides blend together, making it much more difficult for your audience to separate their attention from one point to the next.

DO adhere to a cohesive color palette

Choose three to five main colors to use throughout your presentation and try not to stray from them. This will ensure your presentation looks clean and cohesive while being more satisfying to look at. Use the approved ABWE color palette.

Presentation Do's and Don'ts

DON'T use very detailed images or multiple images.

While detailed images can be beautiful up close, they can be difficult and confusing to interpret from the perspective of your audience. Limit the number of images you use on a slide. One image that conveys a single message is better than multiple images that create confusion.

Do use icons to help your audience absorb information.

If you can show instead of tell, by all means do so. Little icons and images that go along with your text can be super helpful to your audience. Remember, a majority of people are visual learners so if you can help them make your information more comprehensive, always choose to do so.

Presentation Do's and Don'ts

Do use white space in your slides.

“White space” or “negative space” when used properly, will draw your audience’s attention to the most important parts of your slide, creating maximum impact and easing the flow of information.

Don't use animations.

Power Point has a lot of nice animations and slide transitions. Don't use them. As a general rule, avoid the Animations tab. You should also take care not to use animated images in your slides – it's distracting, and reminiscent of early '90s amateur webpages.

Presentation Do's and Don'ts

DO proofread and then read again.

Check not only for spelling, but also for consistent and accurate punctuation. Accuracy and attention to detail says a lot about your professionalism.

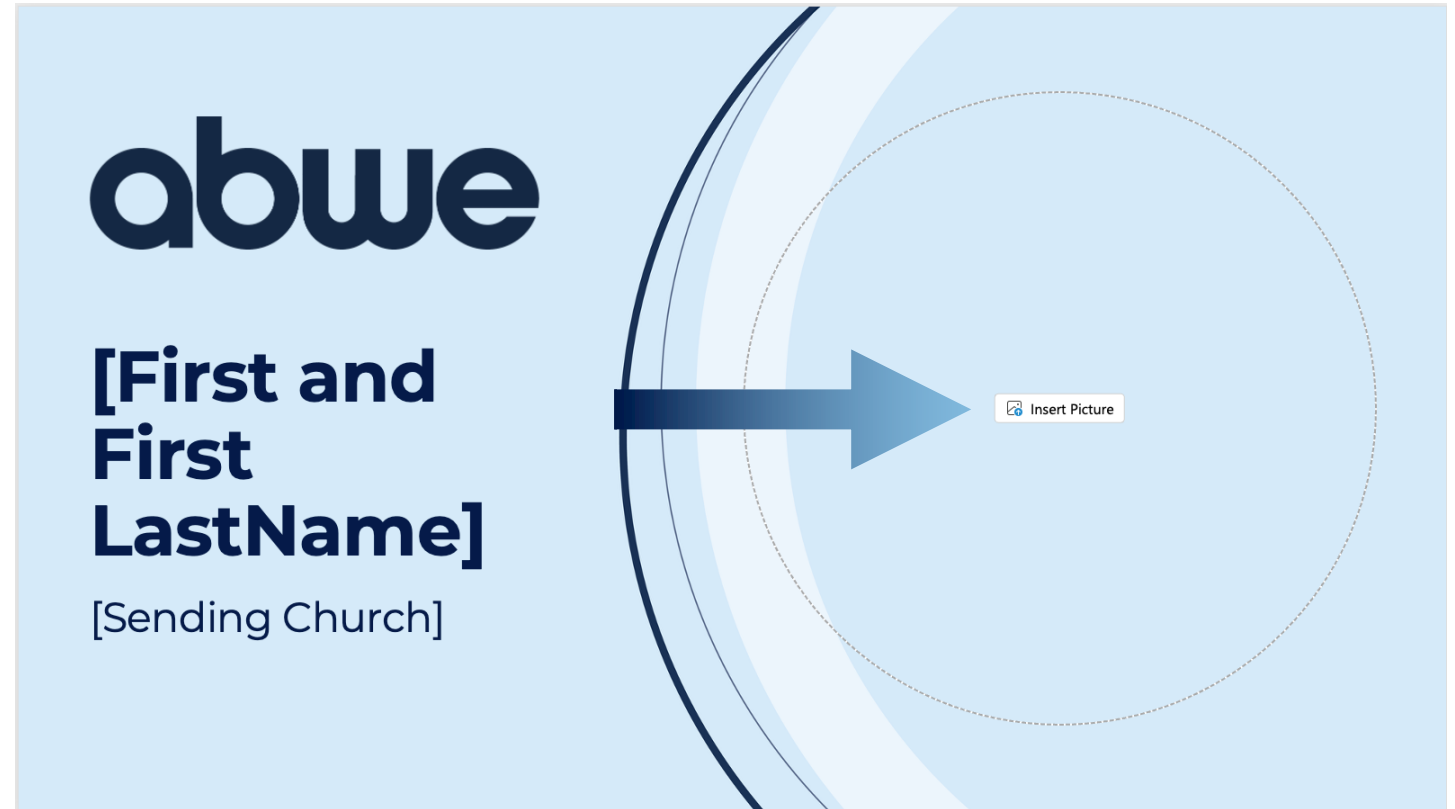
DO keep it short – 20 slides at most.

A short deck keeps things interesting and forces you to think about your core message and selling points. Create a second optional deck with technical or background information for those who are really interested.

Intro Slide

Please update the intro slide with your name and sending church information.

Click on the **Insert Picture** icon to insert your portrait or an image of you on the field.



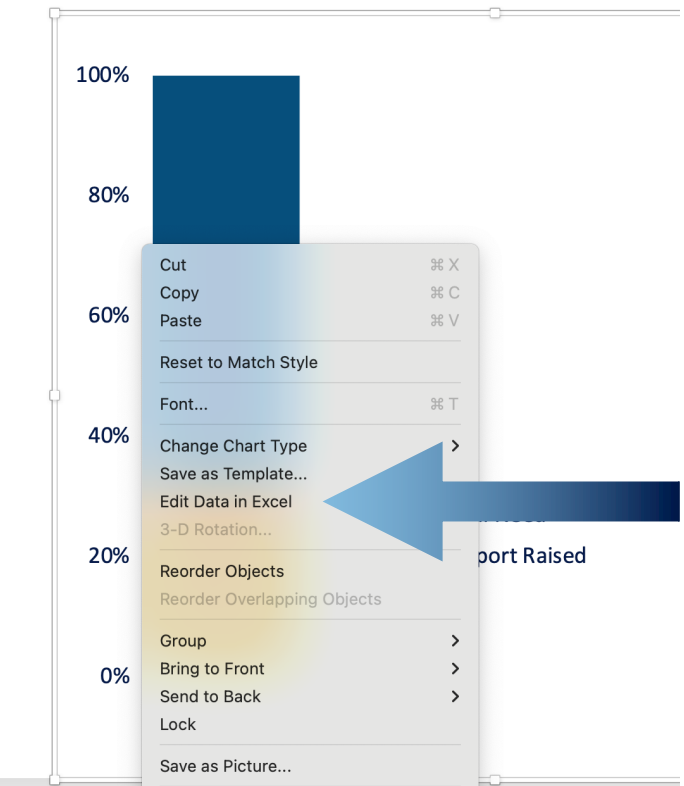
ABWE Branded Slided

We have provided a selection of images with the ABWE Mission Statement, please do not change these slides. Select one for your presentation and remove others.



Edit Chart

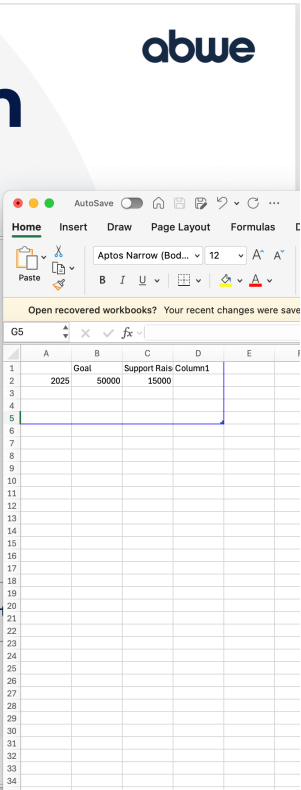
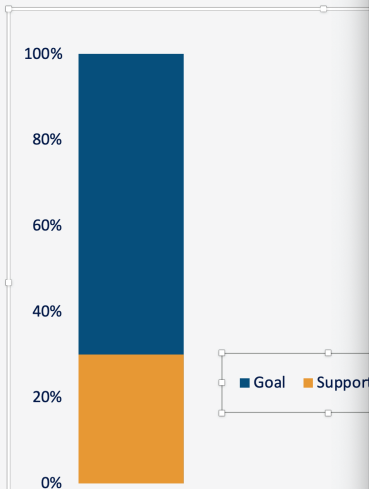
To edit your chart, right click on chart and select **Edit Data in Excel**



This will open a linked Excel file. In the **Goal** column add the total amount of support you need to raise. In the **Support Raised** column add the amount you have raised.

We Need Partners to Sustain our Ministry in Liberia

- **25** partners at **\$25/month** = Clinic Supplies
- **15** partners at **\$50/month** = Pastoral Training
- **10** partners at **\$100/month** = Camp & School Launch



Thank you and QR Code

There is a selection of slides that feature different regions of the globe. Select the appropriate region and updated text with your information. You can delete the slides you do not need. Replace QR Code with your QR code to your giving page.



Thank you for partnering with us to bring Christ's hope to [Country Name].

abwe

Contact:
bill.brittain@abwe.org



"My only aim is to finish the race and complete the task the Lord Jesus has given me—the task of testifying to the good news of God's grace."
Acts 20:24



Thank you for partnering with us to bring Christ's hope to [Country Name].

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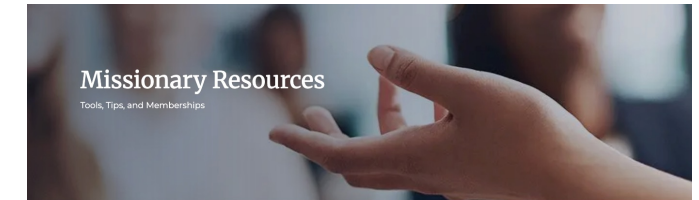
"My only aim is to finish the race and complete the task the Lord Jesus has given me—the task of testifying to the good news of God's grace."
Acts 20:24

Make a QR Code

Visit the [Missionary portal](https://abwe.org/communications-resources-ministry-memberships/)
<https://abwe.org/communications-resources-ministry-memberships/>

Select the Adobe QR Code Creator.
Follow the steps to make your own QR code.

You will need the link to your giving page to create the code.

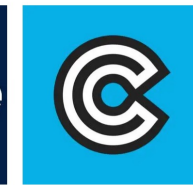


Promotional Resources



Download ABWE's logo, materials, and videos for promotional purposes.

[View Our Brand Tools](#)



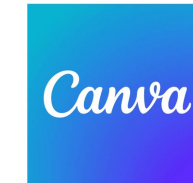
This partner can help you create personalized ministry promotional resources like prayer cards and displays.

[Learn More](#)



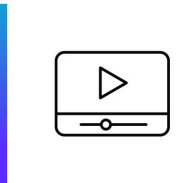
KCT's online training and coaching will equip you to experience your ministry at full funding.

[Learn More](#)



ABWE missionaries can use Canva at either a free level, or at Pro level for a 50% discount (\$5/month, charged to your ministry account).

[Inquire About Canva Pro](#)



You can create videos using a number of free tools, based on your device type. Windows users can use Microsoft Clipchamp. iMovie is an excellent option for Mac users. Another multi-platform option is CapCut (available online or on iOS or Android devices).

[Get iMovie \(Mac\)](#)



Use Mailchimp to swiftly design and send out mass emails to your supporters.

[Learn More](#)



Adobe offers a 100% free and safe QR code generator. Use this to create a QR code for your giving page, which can be added to your prayer card or other printed materials.

[Create a QR Code Now](#)



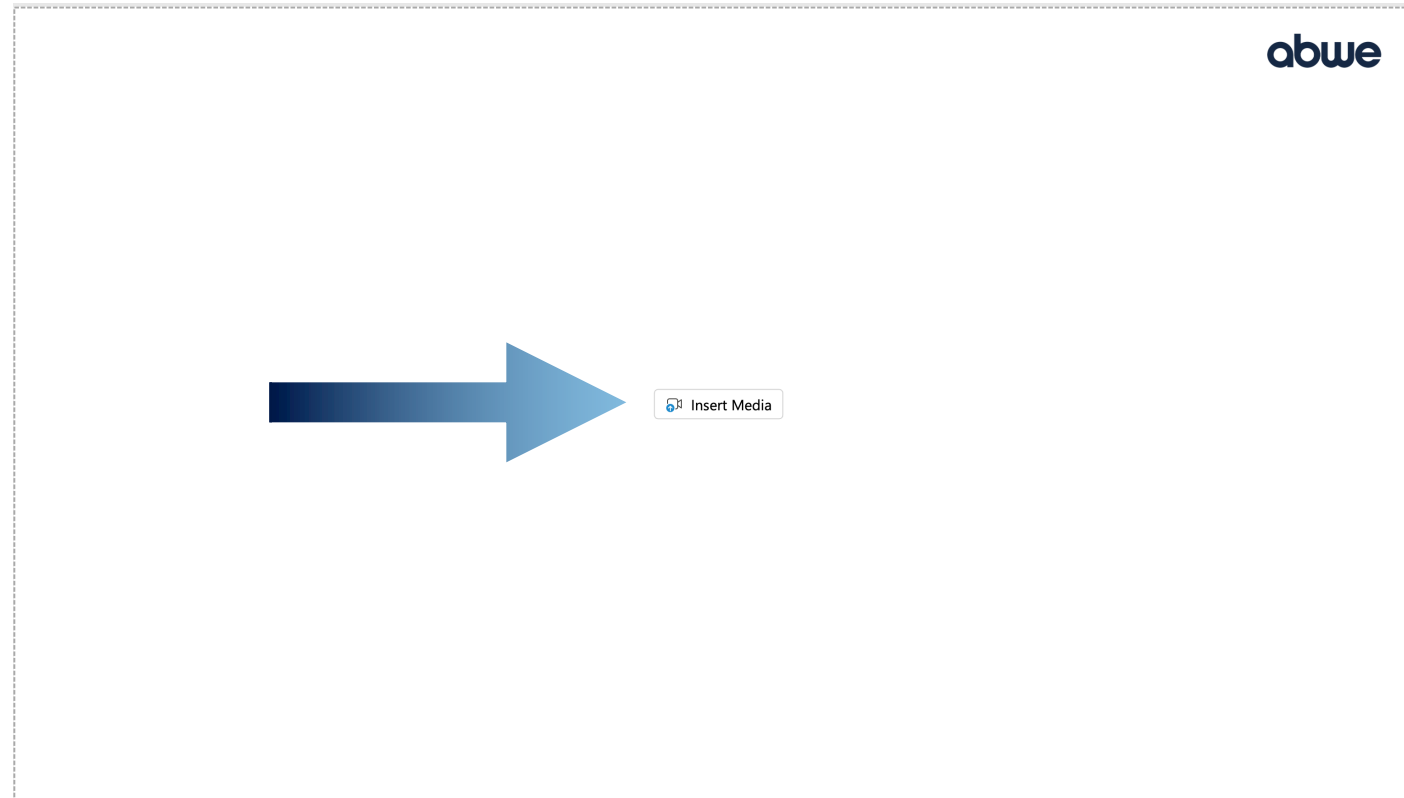
Welcome to your one-stop shop for quality, ABWE branded apparel and swag through our Lands' End storefront.

[Shop Now](#)



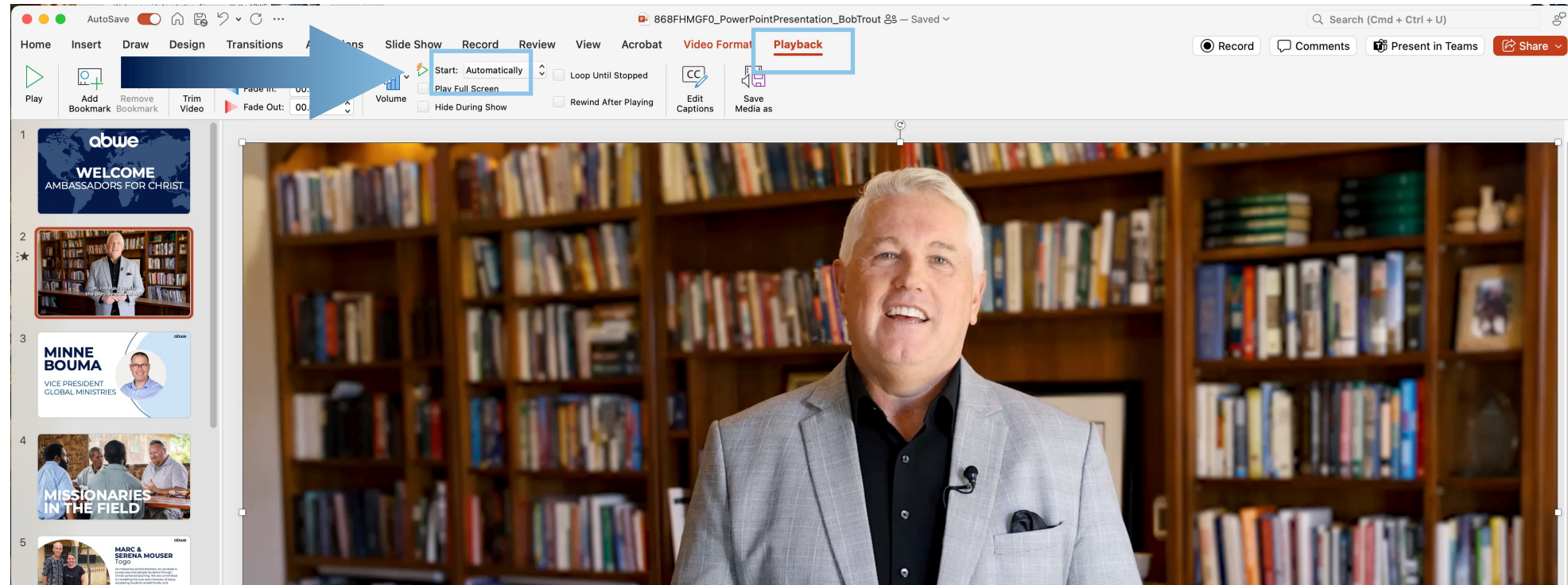
Insert Your Video

If you would like to add a video to your deck. Click on the **Insert Media Button**. This will add the video to your presentation.



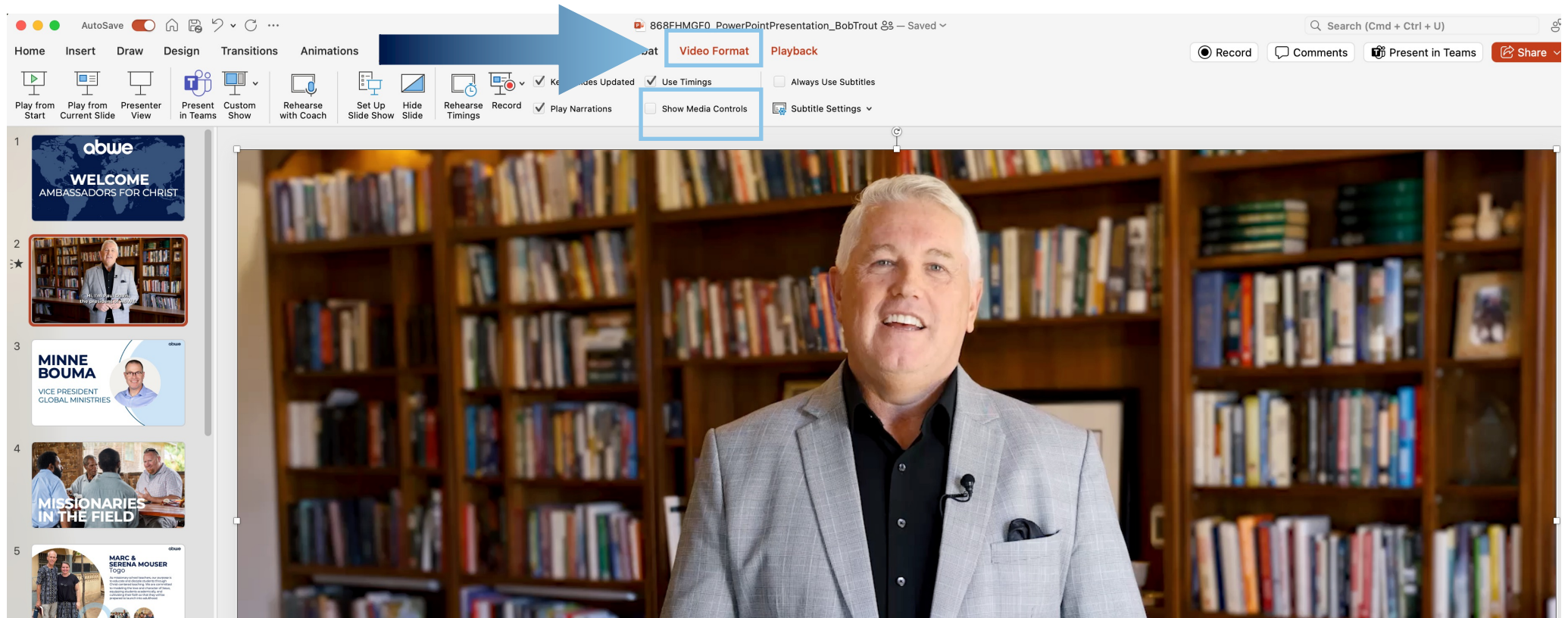
Video Settings

To start video automatically you need to select **Playback** in the menu and select **Start: Automatically**



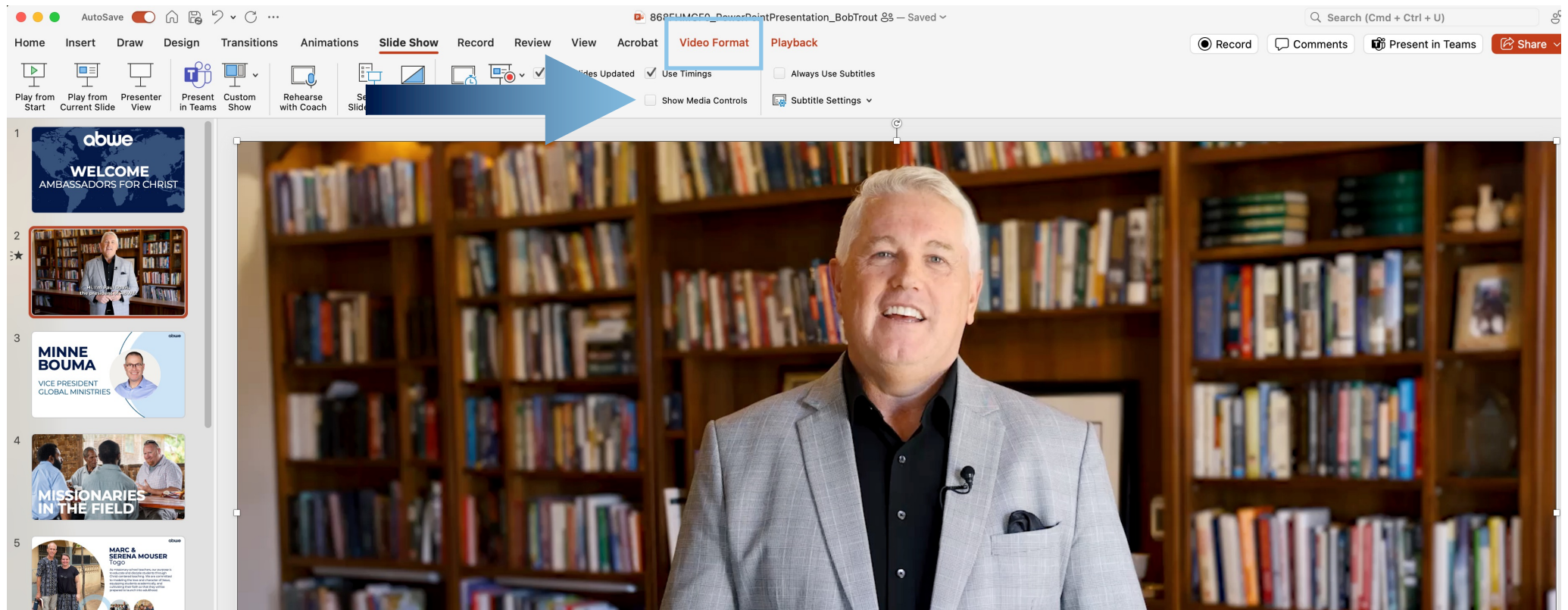
Video Setting

If you want to remove the media controls while the video is playing, select **Video Format** in the menu and make sure the **Show Media Controls** box is not checked.



Calling and Vision Slide

If you want to remove the media controls while the video is playing, select **Video Format** in the menu and make sure the **Show Media Controls** box is not checked.



Calling and Vision Slide

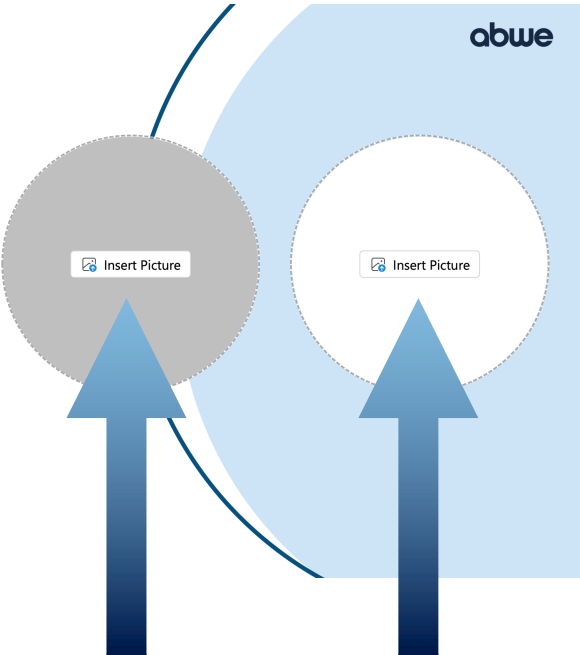
There are three slides in this deck that you can use for Calling and Vision:

- **Option 1:** click the **Insert Picture** and insert two image into the circles.
- **Option 2:** If you have a large image you want to use instead of smaller images, click on the **Insert Picture Button** and format the slide.

1

Calling & Vision

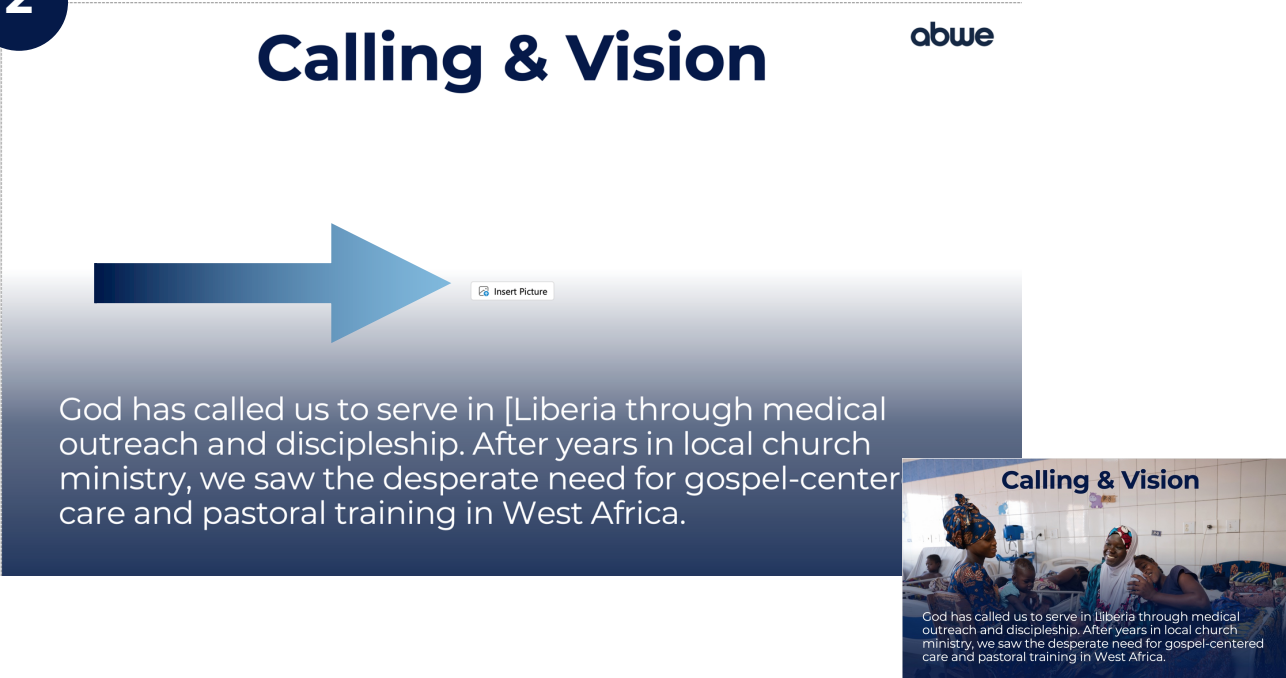
God has called us to serve in [Country Name] through medical outreach and discipleship. After years in local church ministry, we saw the desperate need for gospel-centered care and pastoral training in [Region].



2

Calling & Vision

God has called us to serve in [Liberia through medical outreach and discipleship. After years in local church ministry, we saw the desperate need for gospel-centered care and pastoral training in West Africa.



Calling & Vision

God has called us to serve in Liberia through medical outreach and discipleship. After years in local church ministry, we saw the desperate need for gospel-centered care and pastoral training in West Africa.

Your Sending Church Slide

- Add a quote from your pastor
- Insert a picture of your church's logo or a picture of your church.

Our Sending Church

We are sent out by [Church name] of [City, State] who stand behind us in prayer and partnership.

Pastor's endorsement quote

 Insert Picture



Export your Presentation as JPEG Images

1. Select **File** from main menu, then select **Export**
2. In the **Export Menu** Select **JPEG**
3. In the Export options select **Save Every Slide** if you want to export the entire deck, or **Save Current Slide Only** if you only need to export one slide. Change the **Width of the Slide to 3810** and the **Height to 2160**. This will export the high-resolution images.

