

- Step 1: File/Save a new copy of the file for your Project.
- Step 2: Change text on the header of the slide by editing in the Master slide.
  - Click “View” on the tool bar
  - Click “Slide Master”
  - Edit text accordingly
  - Click “Close Master View”
- Step 3: Inserting project photographs
  - Right click on the image box
  - Click “Change Picture” and navigate to desired image
  - Insert images in chronological order – Ex. View of area, north, east, south, west.
  - Formatting size of image boxes use 8.80cm for the height, width will vary.
- Step 4: Replace highlighted text underneath images
  - Insert text with description of the picture and direction of which the picture was taken.
    - EX. Main entrance of the project area; view: North
- Step 5: Insert additional slides
  - Click “New Slide” on the tool bar
  - Click “Duplicate Selected Slide”
- Step 6: Delete this slide.
- Step 7: Once complete, PDF document by selecting: File – Save as Adobe PDF and submit with Proposal

Include Proposal Title  
Include Location  
Include Activity

STAKEHOLDER GROUP NAME  
PROJECT PHOTOGRAPHS  
DATE



1. Provide a description of the picture; insert the direction of which the picture was taken

**Example:** Viewing north along path within proposed Project extents, workspace located to the left of the path. Scope involves rehabilitation/restoration of native plant species.



2. Provide a description of the picture; insert the direction of which the picture was taken

**Example:** Viewing south towards South Saskatchewan River and proposed Project extents, desire line path visible in foreground. Scope involves mechanical removal of *Euphorbia esula*.