



User guide for presentations

Aqualia corporate format

Index

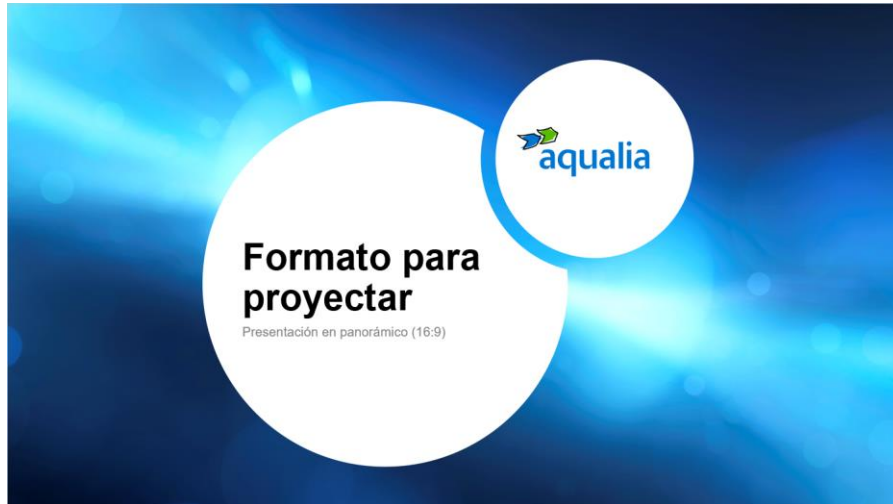
1. Choice of format type
2. Structure of the presentation
3. Slide guidelines
4. Template content boxes
5. Corporate Colors
6. Color palette
7. Format for tables
8. Format for graphics



Choice of format type

- To project or to print

Before you start we must choose the type of support on which the presentation will be used:



Format to project
Panoramic presentation
Size 16:9



Format to print
Standard presentation
Size 4:3

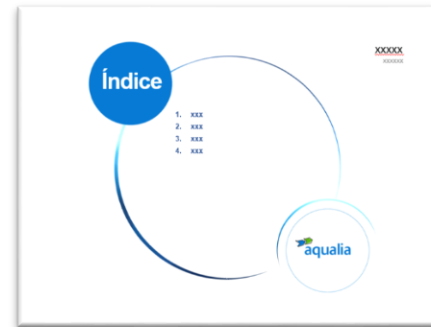
Structure of the presentation

Slide guidelines

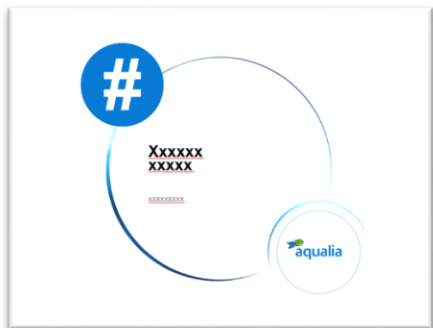
Presentations should be constructed according to the following slide guidelines:



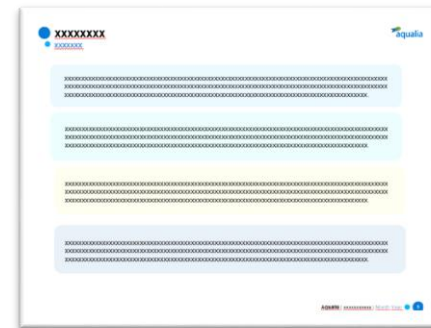
Front cover



Index



The beginning of the chapter



The inside

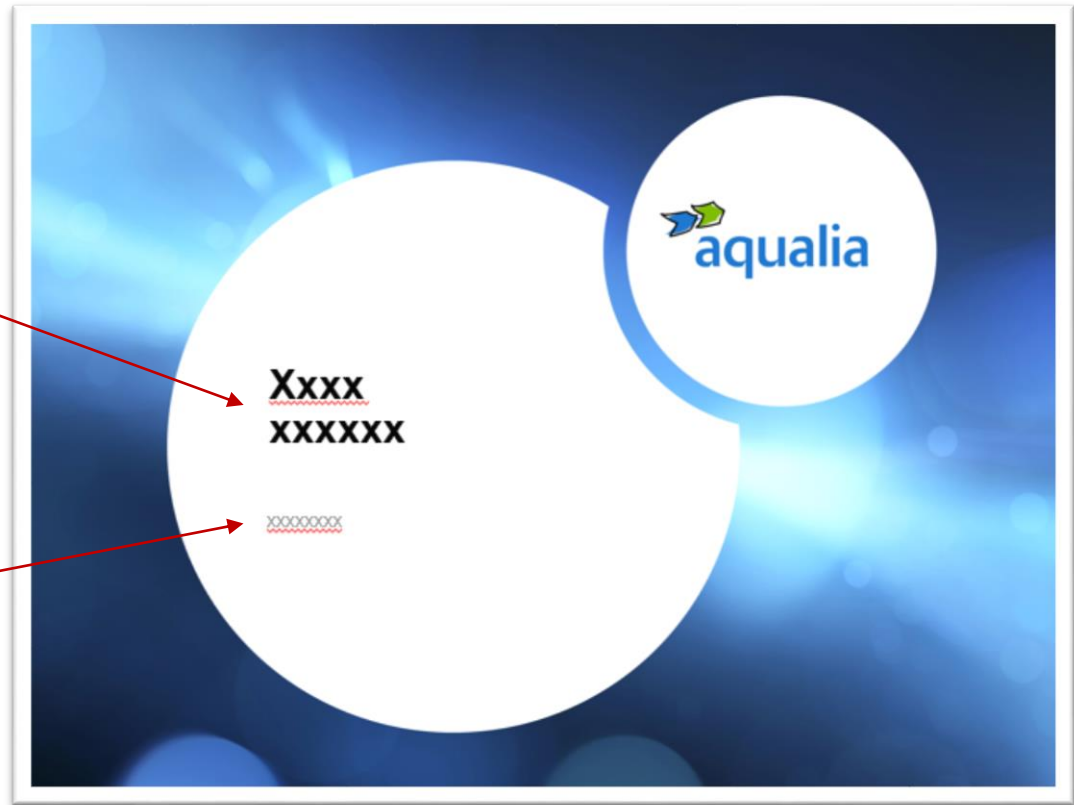
Slide guidelines

The front cover

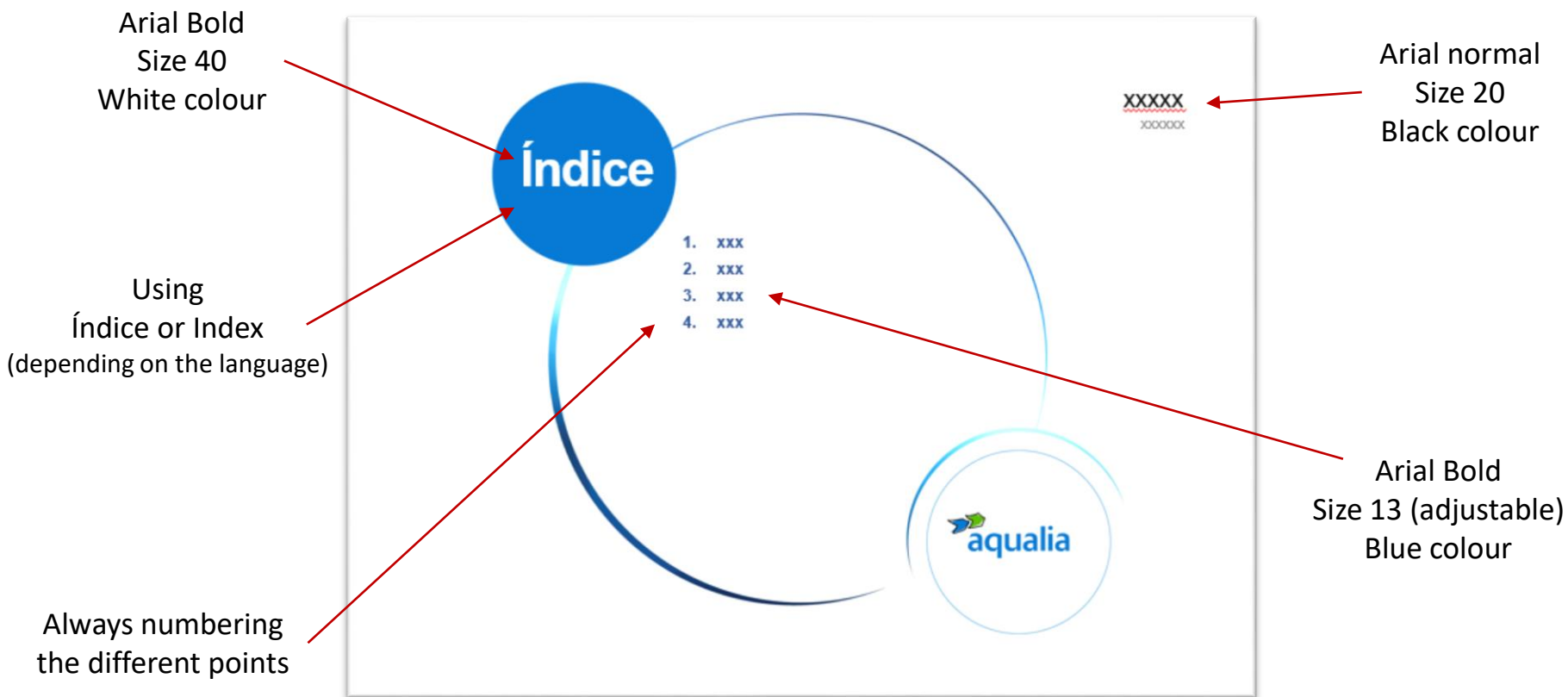
For the front cover we will always use Arial font (in lowercase) with the following characteristics:

Arial Bold
Size 28 (adjustable)
Black colour

Arial normal
Size 13 (adjustable)
Grey colour



In the index we will number the different sections of the presentation and follow the following guidelines:



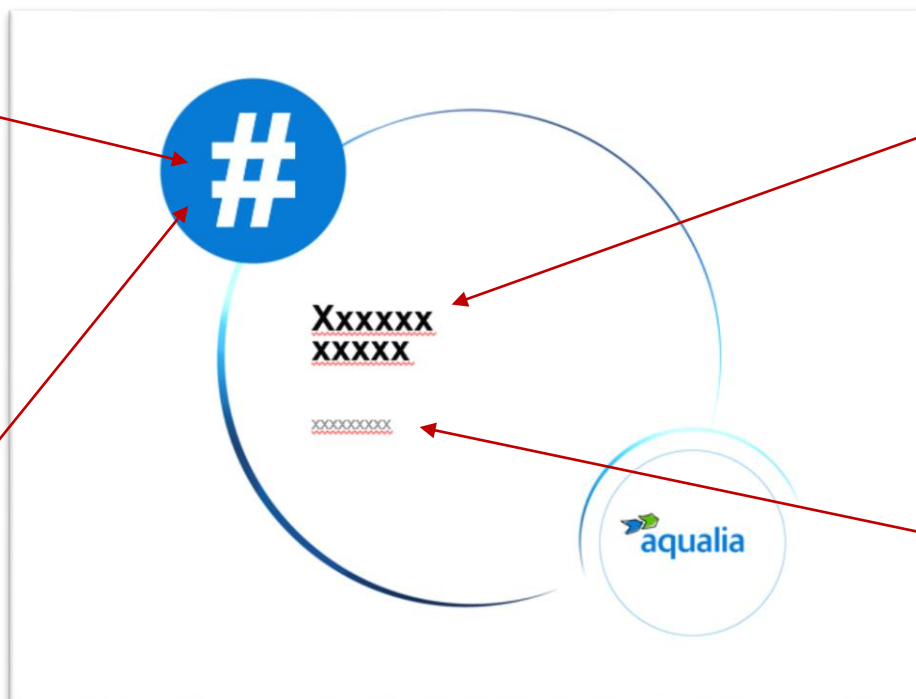
Slide guidelines

The beginning of the chapter

To delimit the chapters, a numbered "cover page" will be added at the beginning of each chapter, with the subject to be dealt with, with the following characteristics:

Arial Bold
Size 122
White colour


We numbered the section
in question (1,2,3...)



Arial Bold
Size 28 (adjustable)
Black colour

Arial normal
Size 14
Grey colour

The inside of the presentations should be built respecting the following style guidelines:



Arial Bold
Size 20
Black colour

Arial normal
Size 14
Blue colour

Arial normal
Size 12 (adjustable)
Black colour

Aqualia Logo

Framed information within rectangles with the colors corporate In light tones (numbered or unnumbered*)

Footnote following the structure:
Aqualia | Title | Month Year

* See examples in slides 9, 10 and 11

Template content boxes

- Examples of how to present the information inside the presentation

Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx xxx
xxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxx **xxxxxxxxxxxx xxxxxxx** xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxx
xxxxxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxx

Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx
xxxxxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx

Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxx xxxxxxxxxxx **xxxxxxxx xxxxxxxxxxx xxxxxxx** xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx
xxxxxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx

Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx xxx
xxxxxxxxxxxx **xxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx** xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx
xxxxxxxxxxxx xxxxxxx xxxxxxxxxxx xxxxxxx xxxxxx Xxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxx xxxxxxx
xxxxxxxxxxx xxx

Arial normal
Size 12 (adjustable)
Black colour

Text can be highlighted
in bold within the paragraphs

Template content boxes

- Examples of how to present the information inside the presentation

1

Xxxxxx xxxxxx xxxxxx xxxx xx xxx xxxxxxxx
xxxx xxxxxxxx xxxxxx xxxx xxx xxx xxxxxxx xxx
xxxx xxxxx **xxxxx xxxxxx xxxxx**
xxxxxxxxxxxxxxxxxxxx xxxx xxx xx xxx xxxxxxxxxxxx
xxxx xxxxx xxxxxx.

2

Xxxxxx xxxxxx xxxxxx xxxx xx xxx xxxxxxxx
xxxx **xxxxxxxx xxxxxx xxxxx xxx xxx**
xxxxxxxx xxxxx xxxxx xxxxxx xxxxxx xxxxx
xxxx xxxxxxxxxxxxxxxxxxxx xxxx xxx xx xxx
xxxxxxxxxxxxx xxxx xxxxx xxxxxx.

3

Xxxxxx xxxxxx xxxxxx xxxx xx xxx xxxxxxxx
xxxx **xxxxxxxx xxxxxx** xxxx xxx xxx xxxxxxx
xxxx xxx xxxxx xxxxx xxxxx xxx
xxxxxxxxxxxxxxxxxxxx xxxx xxx xx xxx xxxxxxxxxxxx
xxxx xxxxx xxxxxx.

4

Xxxxxx xxxxxx xxxxxx xxxx xx xxx xxxxxxxx
xxxx xxxxxxxx xxxxxx xxxx xxx xxx xxxxxxx
xxxx xxx xxxxx **xxxxx xxxxxx** xxx
xxxxxxxxxxxxxxxxxxxx **xxxx** xxx xx xxx xxxxxxxxxxxx
xxxx xxxxx xxxxxx.

Arial normal
Size 12 (adjustable)
Black colour

Each rectangle is listed
with a colored circle
solid and the number in white

Text can be highlighted
in bold within the paragraphs

Template content boxes

- Examples of how to present the information inside the presentation

1

Xxxxxx xxxxxx xxxxxx
xxxx xx xxx xxxxxxxx xxxx
xxxxxxxx xxxxxx xxxx
xxx xxx xxxxxxx xxxx
xxxx xxxxxx xxxxxx xxxxxx
xxxx xxxxxxxxxxxxxxxx
xxxx xxx xx xxx
xxxxxxxxxxx xxxx xxxxx.

Arial normal
Size 12 (adjustable)
Black colour

2

Xxxxxx xxxxxx xxxxxx
xxxx xx xxx xxxxxxxx xxxx
xxxxxxx xxxxxx xxxxxx
xxx xxx xxxxxxx xxxx
xxxx xxxxxx xxxxxx xxxxxx
xxxx xxxxxxxxxxxxxxxx
xxxx xxx xx xxx
xxxxxxxxxxx xxxx xxxxx.

Each rectangle is listed with a colored circle solid and the number in white

3

Xxxxxx xxxxxx xxxxxx xxxx
xx xxx xxxxxxxx xxxx
xxxxxxxx xxxxxx xxxxxx
xxx xxxxxx xxxxxx xxxxxx
xxxxxx xxxxxx xxxx
xxxxxxxxxxxxxxxxxxxx xxxxxx
xx xxx xxxxxxxxxxxxxx xxxxxx
xxxxxx xxxxxx.

Text can be highlighted in bold within the paragraphs

4

Xxxxxx xxxxxx xxxxxx
xxxx xx xxx xxxxxxxx xxxx
xxxxxxxx xxxxxx xxxxxx
xxx **xxxxxxx xxxxxx xxxxxx**
xxxxxx xxxxxx xxxxxx xxxxxx
xxxxxxxxxxxxxxxxxxxx xxxxxx
xxx xx xxx xxxxxxxxxxxxxx
xxxx xxxxxx xxxxxx.

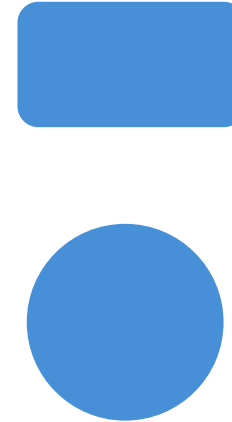
Corporate Colours

Main colours for use in presentations

Aqualia Colours

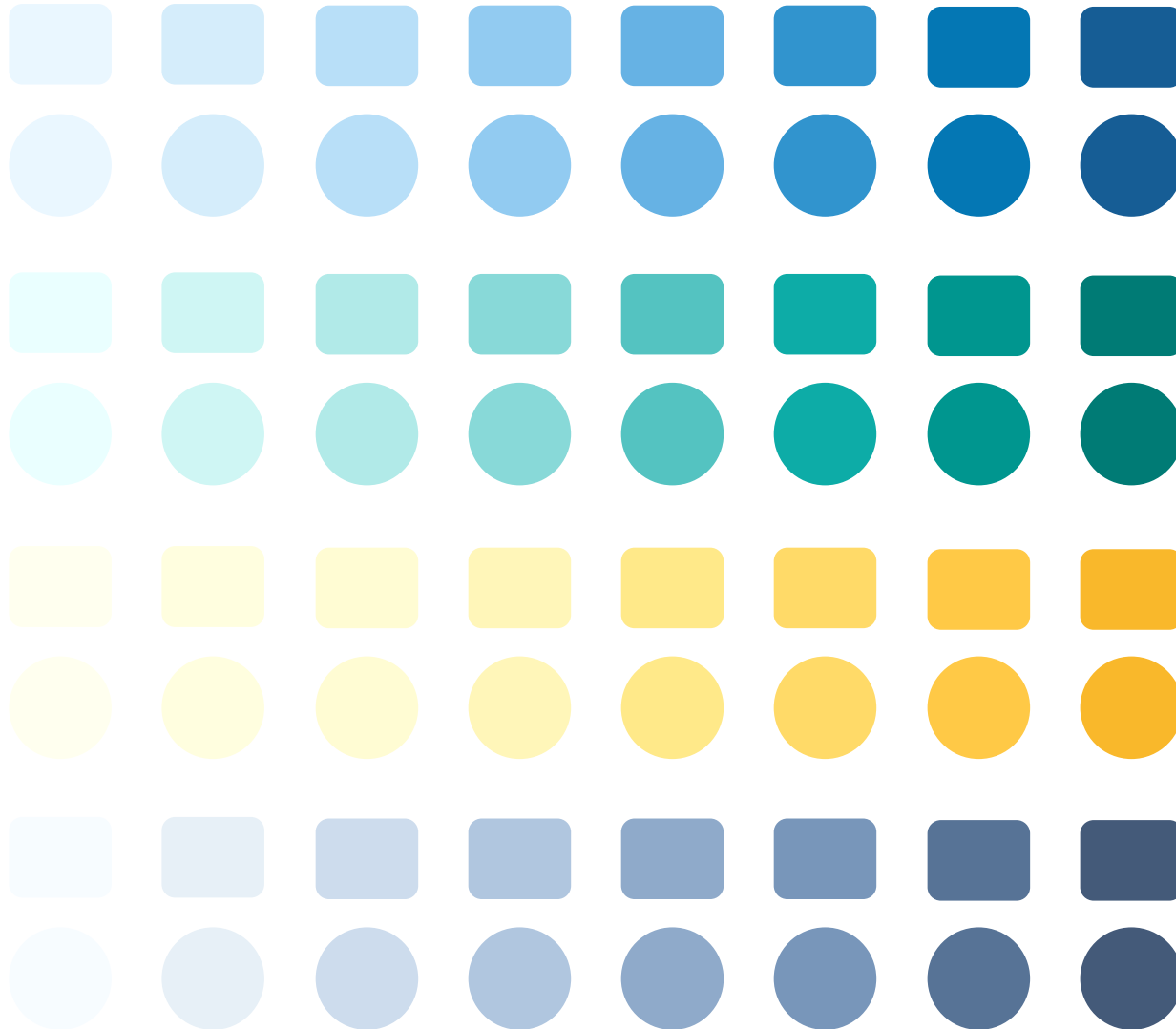


Main colour



Color palette

Allowed colours for use in presentations



Format for tables

Style pattern for table insertion

When adding tables, style guidelines must be followed according to the typography and corporate colours:



Option 1

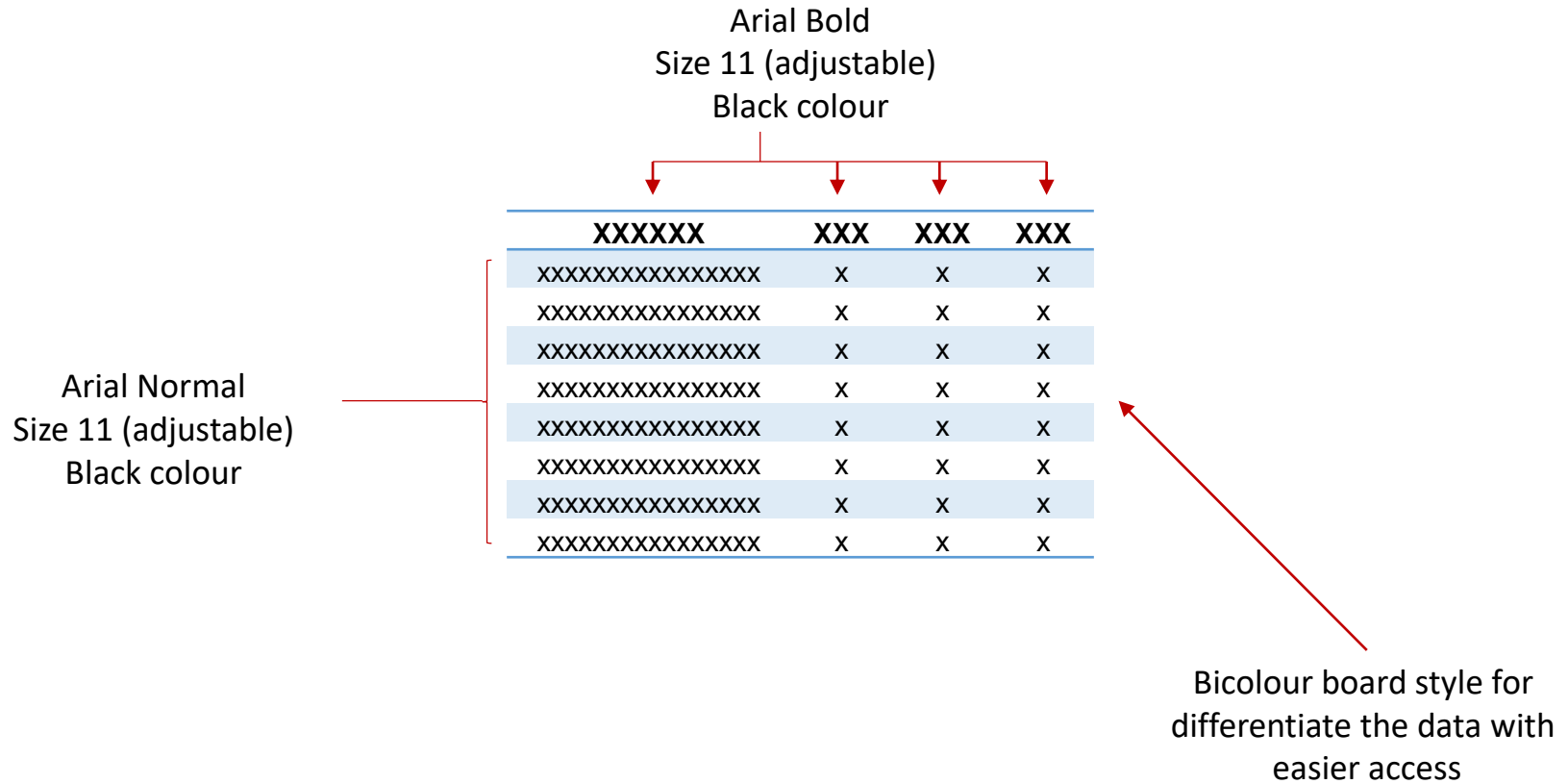
XXXXXX	XXX	XXX	XXX
XXXXXXXXXXXXXXXXXX	X	X	X
XXXXXXXXXXXXXXXXXX	X	X	X
XXXXXXXXXXXXXXXXXX	X	X	X
XXXXXXXXXXXXXXXXXX	X	X	X
XXXXXXXXXXXXXXXXXX	X	X	X
XXXXXXXXXXXXXXXXXX	X	X	X
XXXXXXXXXXXXXXXXXX	X	X	X
XXXXXXXXXXXXXXXXXX	X	X	X

We will use the **light blue tones** within the **design tab** that appear when we double-click on the added table. **Option 1** will **always** be used, although otherwise, we can use option 2 or 3, depending on the type of table you want to add.

Format for tables

Style pattern for table insertion

When adding tables, style guidelines must be followed according to the typography and corporate colours:

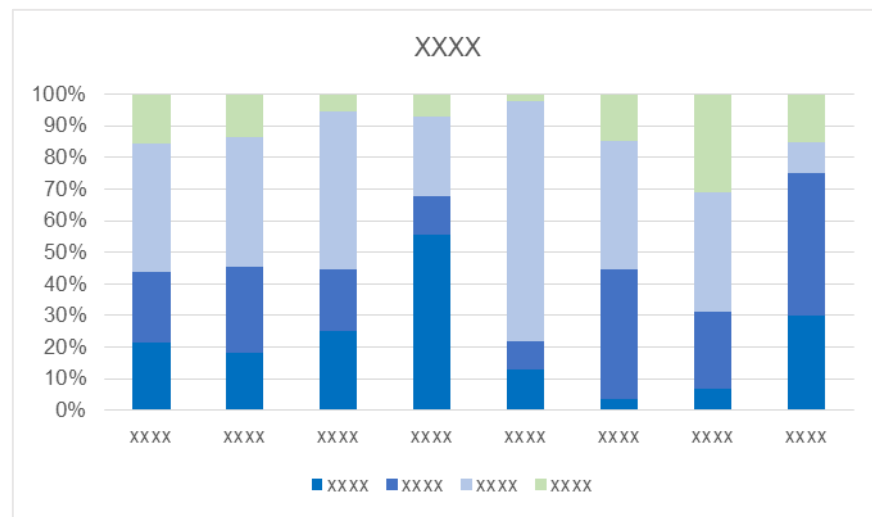
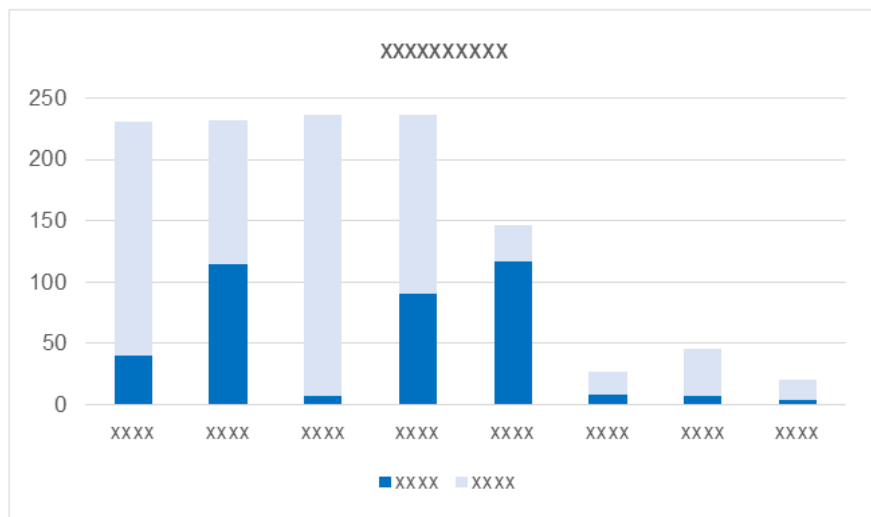


Format for graphics

Style pattern for inserting graphics

When adding graphics, it must be done respecting the style guidelines according to the typography and corporate colors:

Examples of graphics:



The type of graphic best suited to the needs can be used to present the data, but always using the **typography** and **corporate colours**

Format for graphics

Style pattern for inserting graphics

When adding graphics, style guidelines must be followed according to the typography and corporate colours:

