

*****Procedure for removing the TITUS classification marking from the footer section of PPT files. This procedure applies to systems that do not have TITUS installed for valid business reasons.**

1. On the first slide, click on the TITUS classification marking in the footer section to select the text box (see figure 1). *NOTE: Steps 1 & 2 are applicable to templates marked by TITUS 4.x ONLY.*



Figure 1

2. Right-click on one of the small white squares on the perimeter of the text box then select "Cut" (see figure 2).

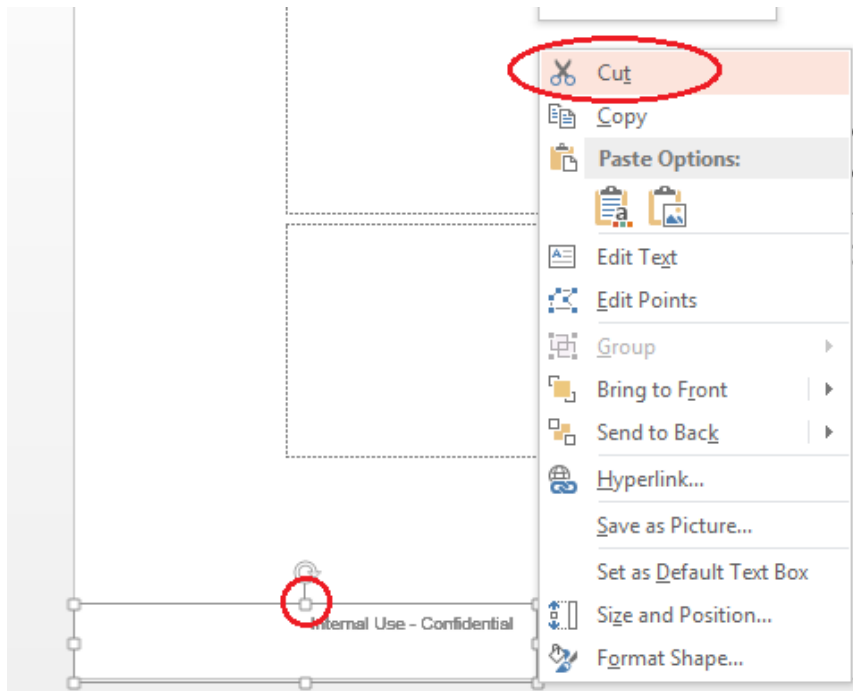


Figure 2

3. Click on the View menu at the top of the toolbar then select "Slide Master" (see figure 3).

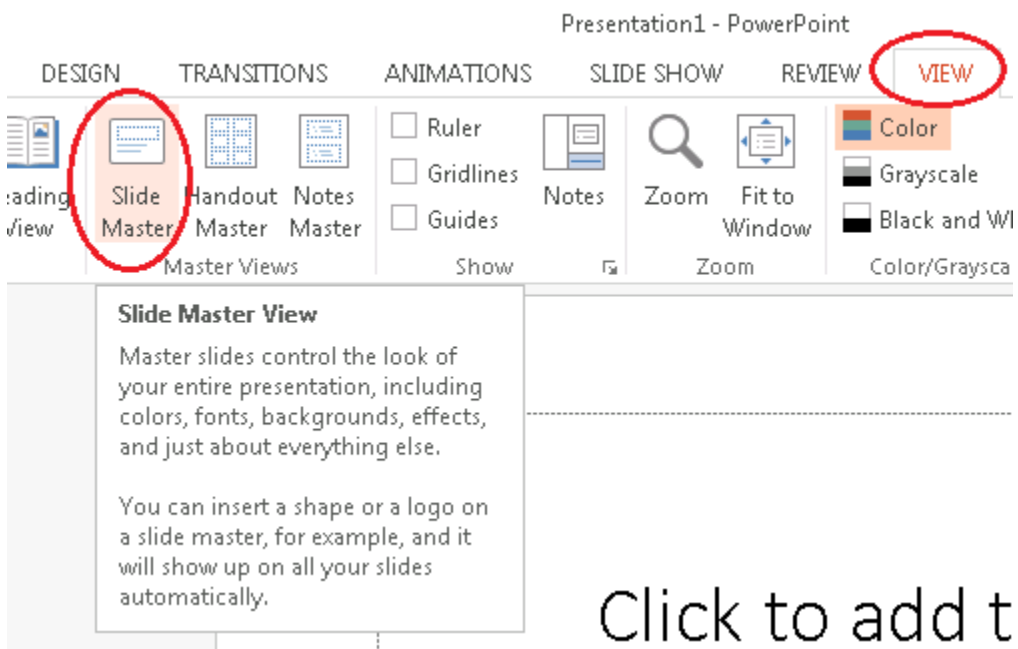


Figure 3

4. Scroll up to the master slide at the top (see figure 4).

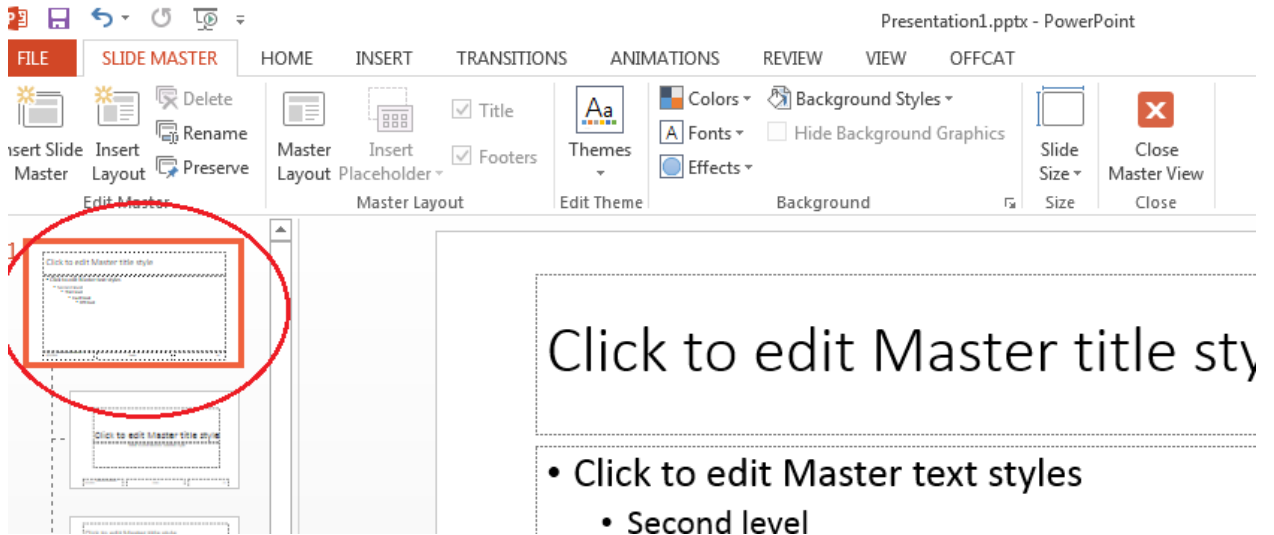


Figure 4

- Highlight the TITUS classification marking in the footer section then press the delete key to remove it (see figure 5).

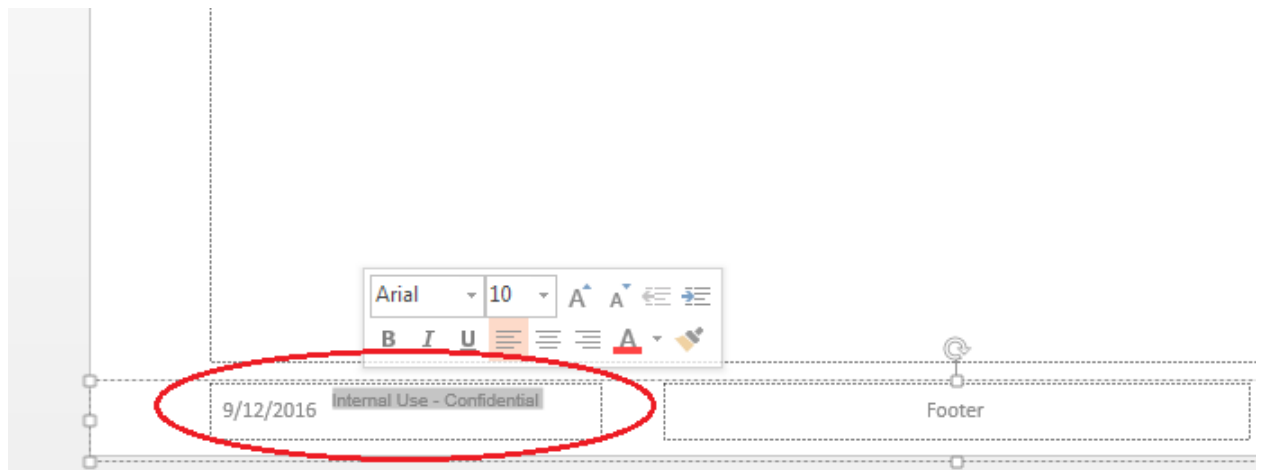


Figure 5

- Click the Close Master View button at the top right of the toolbar (see figure 6).

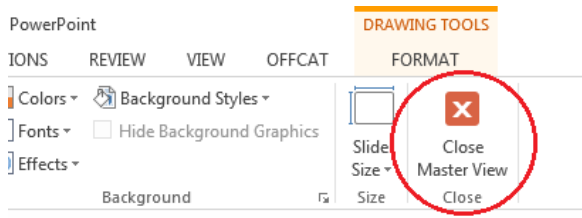


Figure 6