

# Using PowerPoint Templates

**I. Save the PowerPoint file from the web.** From the web, follow these instructions.

1. Click on the web link and choose "Save" when prompted.
2. In the window that pops up, select "Desktop" from the "Save in:" field.
3. Click "Save" to download the file.
4. Click on the "Show Desktop" icon (to the right of your "Start" button) or minimize all windows to show your Desktop.

**II. Add Templates from the Saved Document.**

1. Open the saved file.
2. From PowerPoint's menu, choose "File" | "Save As..."
3. In the "Save as Type:" field (bottom center), choose "Design Template" (\*.pot). The "Save In" field (top center) should now read "Templates."
4. Click "Save."
5. From the Desktop, delete the downloaded PowerPoint file. To prevent accidental changes to set formats, do NOT use this file for creating new presentations, use only the template.

**III. Use the Template**

1. Open PowerPoint.
2. From the menu, choose "File" | "New..."
3. The "New Presentation" task panel should open on the right. Under the "Templates" heading (middle) choose "On my computer..."
4. In the "Templates" window that pops up, under the "General" tab (should be already there) choose the template you want to use.
5. Click "OK."
6. Once you use a template, you should be able to open it again from the "Recently used templates" heading instead of "On my computer..."