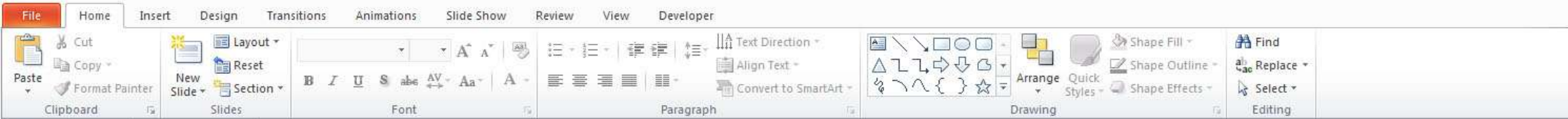


How to save a template

To add a template to your machine or to add the BAE pptx posted on the web.

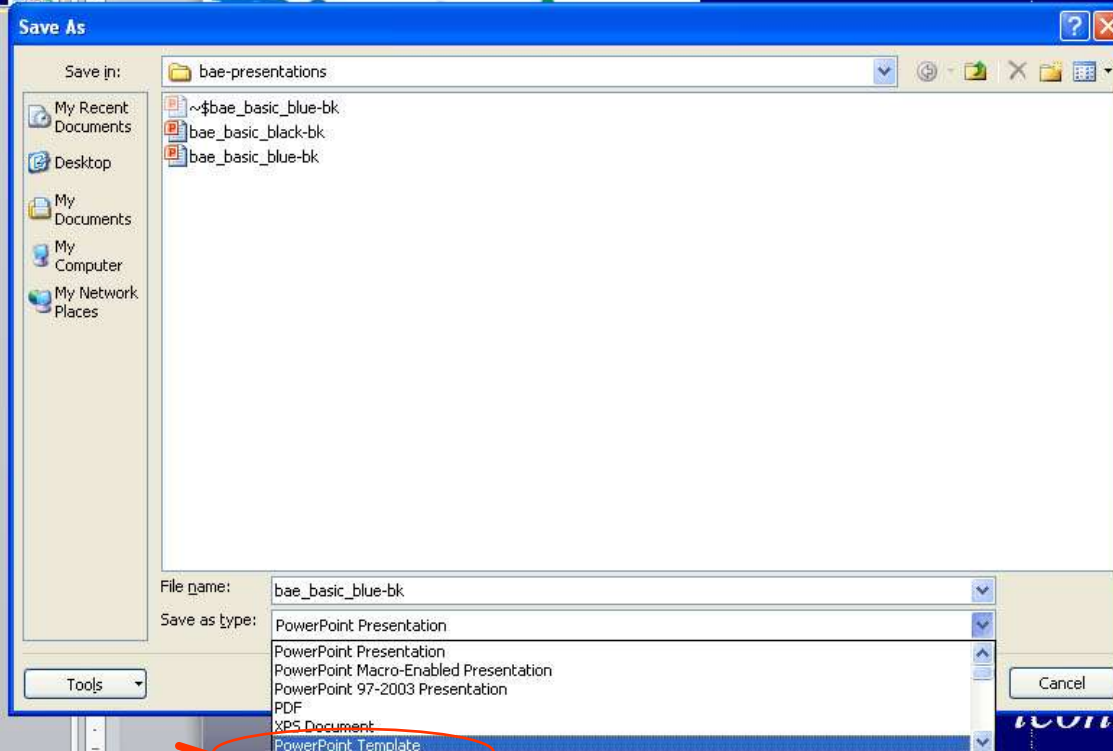
Making a new template

- Pick a template from www.bae.ncsu.edu/support/graphics/templates.htm and save it to your machine and open it.
- Then choose “File save as”
- In the “save as type” don’t save it as a powerpoint file but instead use the drop down and choose PowerPoint Template. Use the slider in the dropdown until you see this choice. Then save and Close file.
- To start your new PowerPoint use the “File tab” and choose “New”. You will see a “My Templates” icon. Choose it and you will find the downloaded pptx is now a template saved on your machine.
- See graphics of this procedure on the next pages



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How to save a BAE template



to your machine.

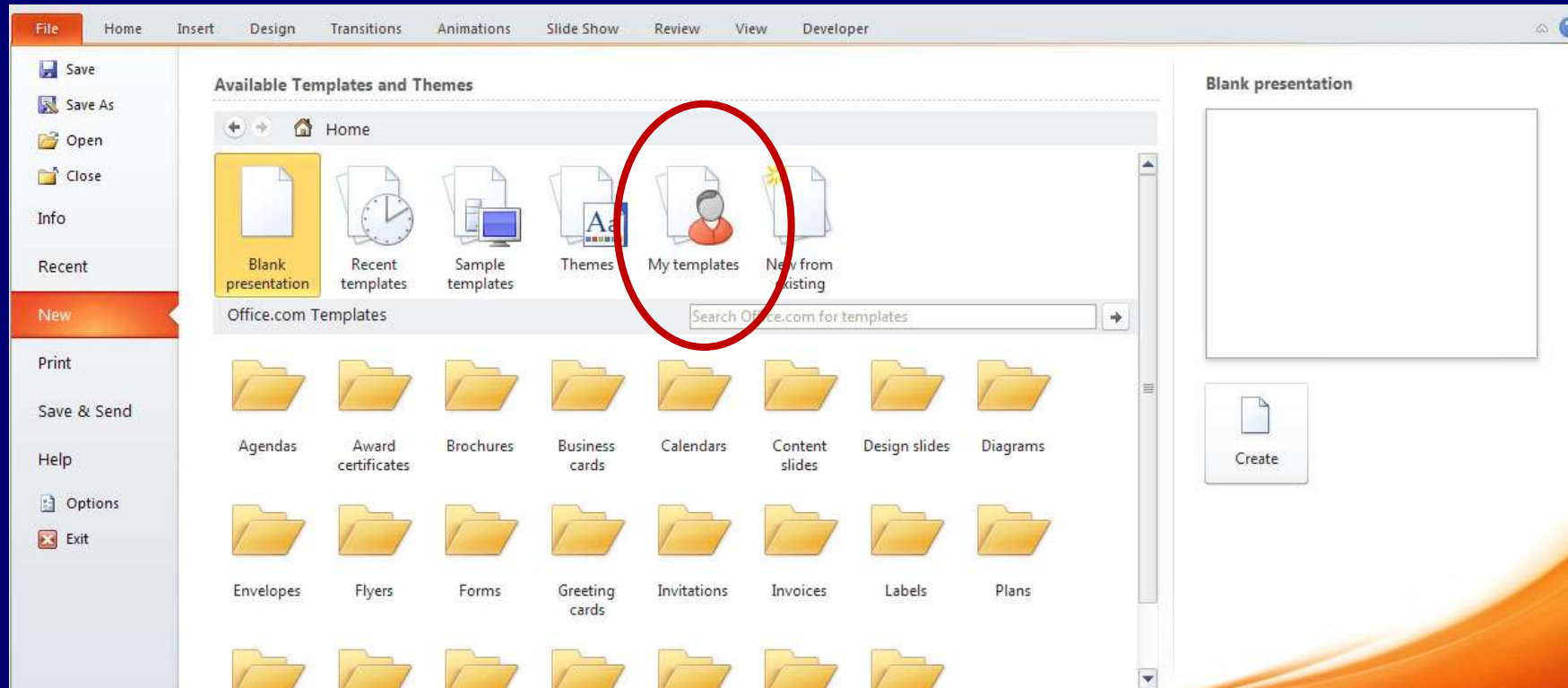
as

as type" don't save it as a
 but instead use the drop down
 PowerPoint Template. Use the
 down until you see this
 and **Close file**.

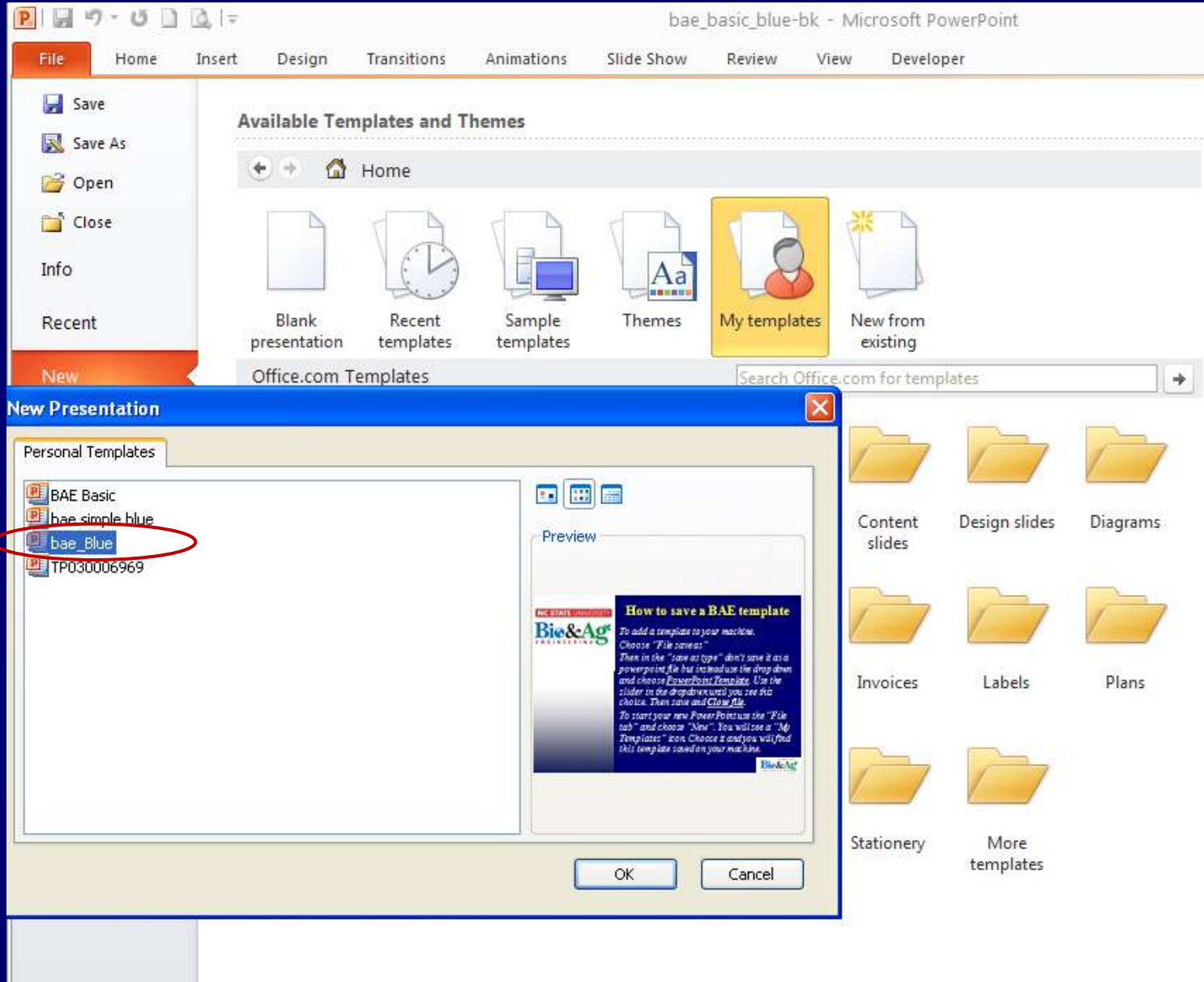
PowerPoint use the "File
 "New". You will see a "My
 icon. Choose it and you will find
 this template saved on your machine.

Where to find your new template

Tab = File - then choose “NEW”



Choose a template you made and say OK



You can use this template any time you want.

You have sample designed templates to choose from and make themed templates