

How to Save a PowerPoint 2007 Presentation as a Template

Situation:

After a lot of work, you have created a presentation with customized designs, animations, color schemes, etc.. You would like to make it easy to create new presentations using the same customizations without going through all the laborious editing steps.

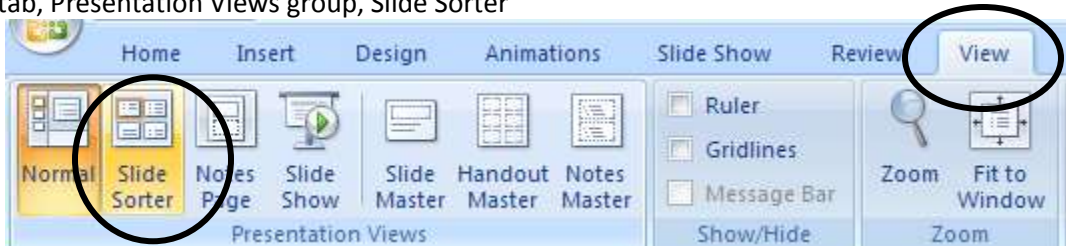
Overview:

Using an existing presentation that has all the customizations, save it as a template. Then start a new file based on this template.

Step by Step Instructions:

Prepare the existing presentation

1. Change the view to Slide Sorter
View tab, Presentation Views group, Slide Sorter

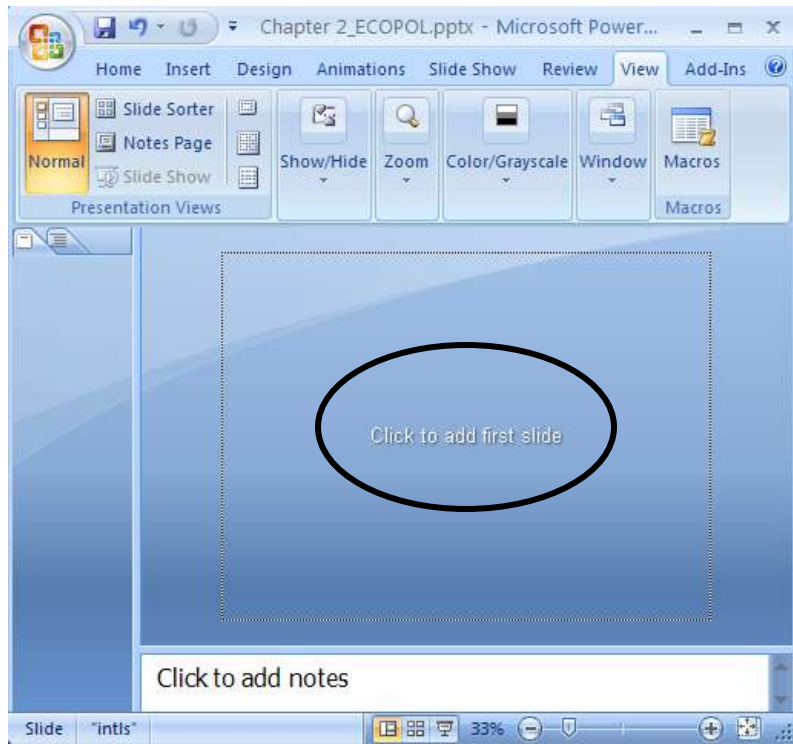


2. Select all the slides – Control + A
3. Press the Delete key – all the slides are deleted (it's ok to do this)

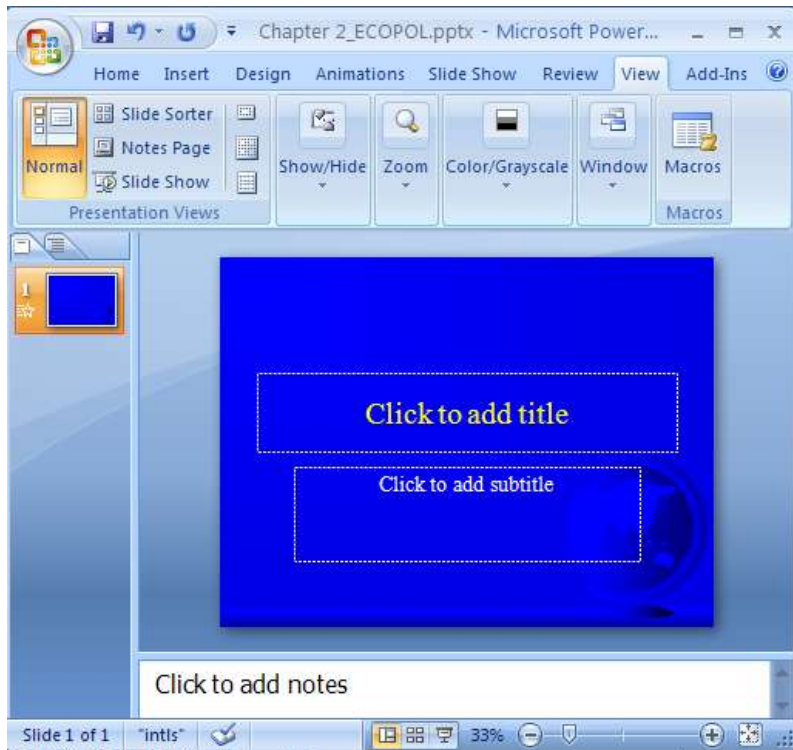
4. Change the view to Normal





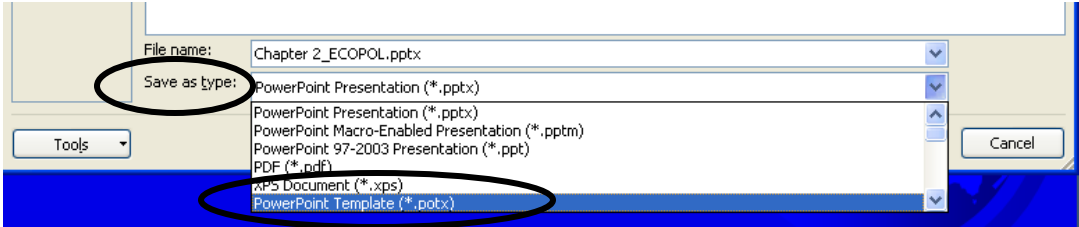
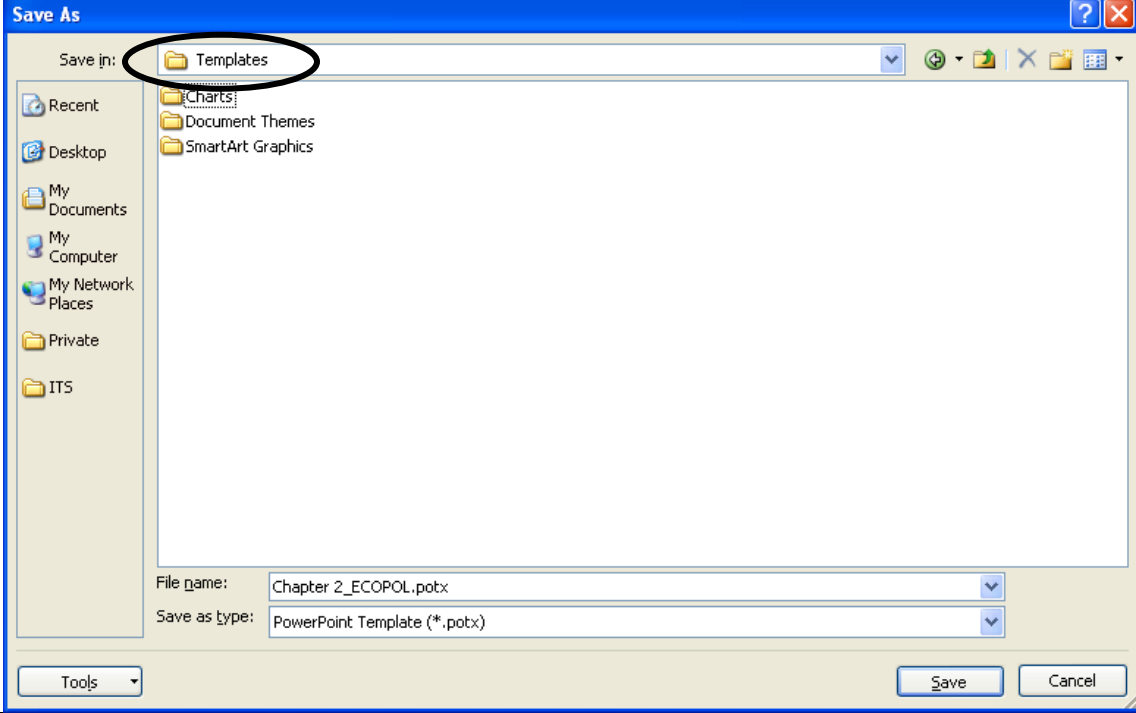
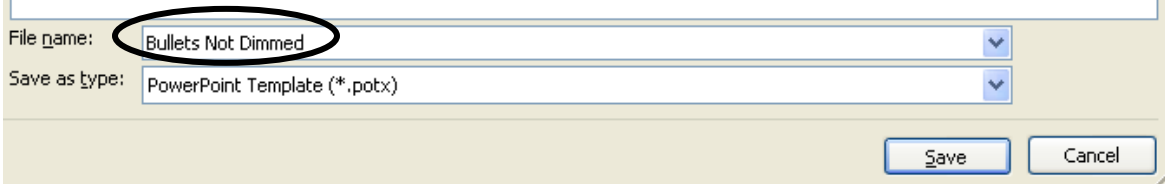
5. Click on "Click to add the first slide"



6. Title Slide appears



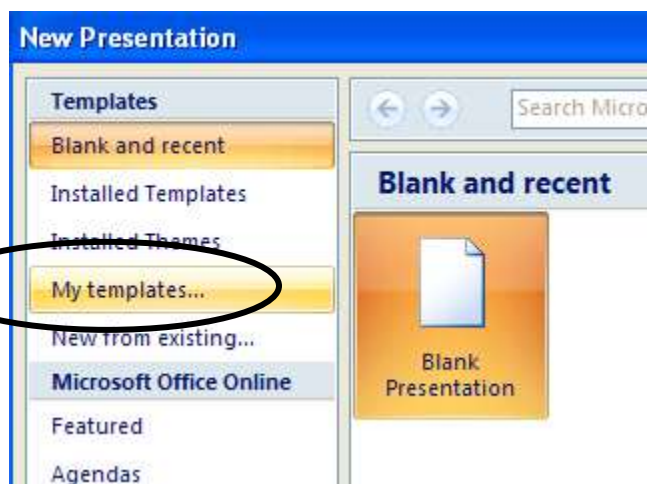


7. Now the presentation is ready to be saved as a template

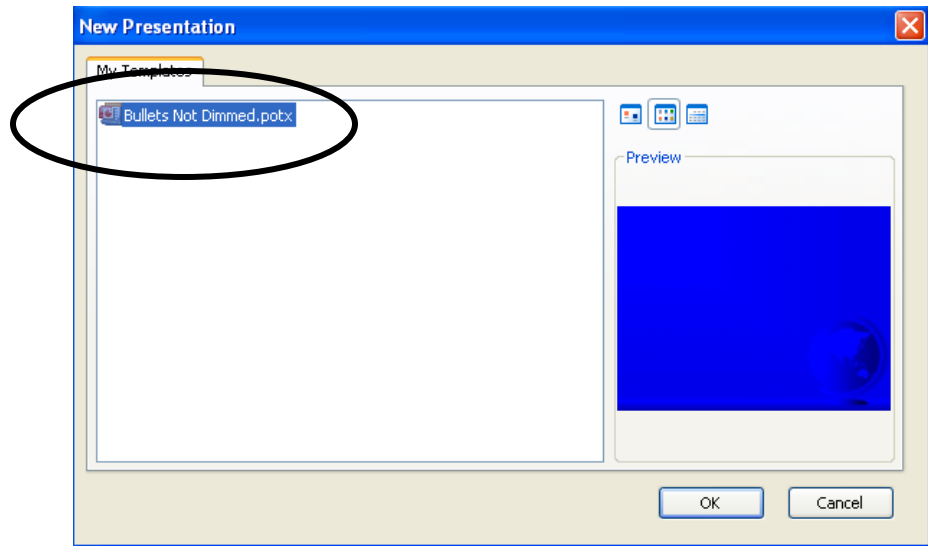
8.	Click the Office button 
9.	Click Save As 
10.	Save as type: click the drop down list arrow 
11.	Select PowerPoint Template (*.potx)
12.	The Save in: location changes to Templates 
13.	Change the file name if you want 
14.	Click Save

15.	Click the Office button, select Close If prompted, don't save it	 A yellow button with a folder icon and the text "Close".
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Use the Template

16.	Click the Office button	 A circular icon with a grid of colored squares.
17.	Select New	 A yellow button with a document icon and the text "New".
18.	Select My templates...	 A dialog box titled "New Presentation" showing a list of templates. "My templates..." is circled in black. The "Blank and recent" section is expanded to show a "Blank Presentation" option.

19. Select the template to use



20. Click OK

21. A file has been created using the settings from the template
Proceed to add slides

