

## How to use the UIS PowerPoint Templates

On a PC\*:

1. Go to Start menu, My Computer;
2. Open Local Disk C;
3. Open Program Files;
4. Open Microsoft Office;
5. Open Templates;
6. Open Presentation Designs;
7. Drag or paste the template files;
8. Open PowerPoint;
9. Create a new presentation. Depending on your version and preferences, you may be able to select the UIS template at the time you create the new presentation.
10. If you wish to select the UIS template later, choose Format/Slide Design from the menu at the top of the page. A sidebar will appear and show thumbnails of the available templates. If you do not see the UIS template in the list, click on Browse at the bottom of the sidebar and choose the UIS template in the dialog box that appears.
11. For each slide, you can choose a particular layout as you normally would by choosing Format/Slide Layout in the menu at the top of the screen. A sidebar will appear and you can select your layout.

\* On a Mac, follow the instructions above, except paste the template files in the Applications folder, in Microsoft Office, in Templates/My Templates.

NOTE: You must be an Administrator on the computer you are using in order to install the template files.

S. Hutson October 2008