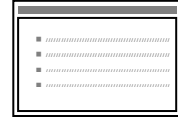


## Help for Using Templates in PowerPoint

- **To Get The Most Use Out Of Templates**

Select a slide design for each slide that is the closest fit to the information you want to include. Then, use the fields included in that design.

1. For a typical one-column word chart, use this text layout >>



2. With few exceptions, use a layout that has a title and put your title into that field. Page titles in most CCM templates are in Title Case. If your title doesn't fit in the space allotted without changing font, consider putting part of it in a new text box below the title

- **Changing Templates**

If you follow Microsoft's directions for applying a new template and don't see the changes you think you should.

1. Check the master slide (View > Master > Slide Master). If this doesn't show the changes you want,
  - a. Open both the template file and your presentation file. Have them both showing (Window > Arrange All)
  - b. View the master slide on both of them. The panel on the left side should show thumbnail images of the master slide(s). If you don't see this, grab the left edge of the window with the cursor and drag it toward the right.
  - c. Select one of the slide thumbnails for the template file and drag it into the thumbnail area of your presentation. This should add these thumbnails to your presentation.
  - d. Select the other thumbnails (that were already in your presentation) and delete them.
  - e. Check your results.
2. If the master slide looks the way it should, look at individual slides.
  - a. Try re-applying the design layout for a given slide. (Format > Slide Layout...) opens the Slide Layout panel on the right side of the window. The layout that's been used for the slide will be highlighted. Right-click on that layout or click on the drop-down arrow next to it and select Reapply Layout.
  - b. If you've used the fields within the layout, you should now have something close to what you want.
3. If you're still having problems, please contact Crystal Newton or Dawn Fiore for help.