

Instructions to use the PowerPoint Template

- 1) Download the file by clicking on the link.
- 2) Once downloaded, open the file with the PowerPoint software*.
- 3) Click **File** and **Save as** to save with your file name and use the template for GGNB related presentations.
 - a) To make adjustments to the template and to save your own template (or follow instructions with pictures from Microsoft here)
 - i) Click on the **View** tab, in the Master Views group, choose **Slide Master**.
 - (1) The slide master is the largest slide image at the top of the slide thumbnail list, to the left of your slides. Associated slide layouts are positioned beneath the slide master.
 - ii) To make changes to the slide master or slide layouts, on the Slide Master tab, do any of the following:
 - (1) To add a placeholder (to hold text, a picture, chart, video, sound, and other objects), in the thumbnail pane, select the slide layout that you want to hold the placeholder, and do the following:
 - (a) Click **Insert Placeholder**, and select the type of placeholder you want to add.
 - (b) On the slide master or slide layout, click and drag to draw the placeholder size.

Tip: To resize a placeholder, drag the corner of one of its borders.
 - (2) To move a placeholder around on a slide master or slide layout, select the edge and then drag it into a new position.
 - (3) To remove an unwanted placeholder in a slide master or slide layout, select it in the slide thumbnail pane, and then select the border of the placeholder on the slide and press **Delete**.
 - iii) To set the page orientation for all of the slides in your presentation, click **Slide Size > Custom Slide Size**.
 - iv) Under Orientation, choose Portrait or Landscape.
 - v) To save your presentation as a PowerPoint template (.potx)
 - (1) On the **File** tab, click **Save As** (or **Save a Copy**, if you are using Microsoft 365).
 - (2) Under **Save**, click **Browse** to open the **Save As** dialog box
 - (3) In the **Save As** dialog box, in the **Save as type** list, choose **PowerPoint Template**.
 - (4) When you choose the "template" type, PowerPoint automatically switches the storage location to the appropriate folder, the **Custom Office Templates** folder.
 - (5) In the **Save As** dialog box, in the **File name** box, type a file name for your template, or do nothing to accept the suggested file name.
 - (6) Select **Save**.
 - (7) To use your template for a new presentation, click **File > New**. Then click **Custom > Custom Office Templates**, and then double-click the template you saved.

*PowerPoint and Office 365 is available to UC Davis Students [here](#).