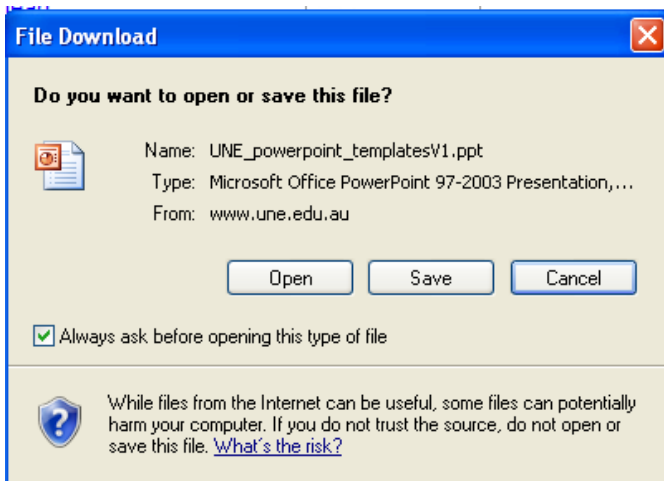


How to Download, Save and Use UNE PowerPoint Template

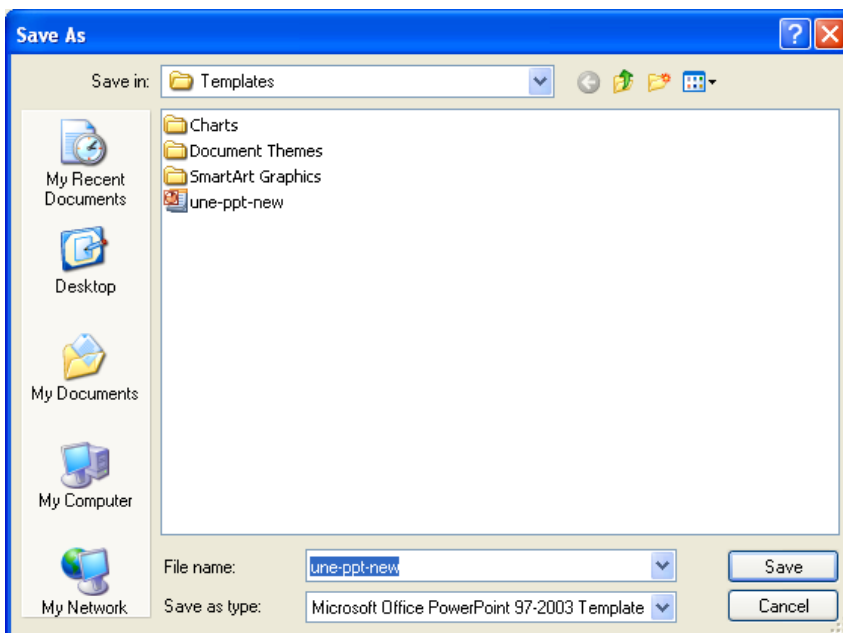
Click on link to download template

UNE Powerpoint Template

To download the template approved by M&PA [click here](#) and follow the instructions provided here to download, save and use this template.



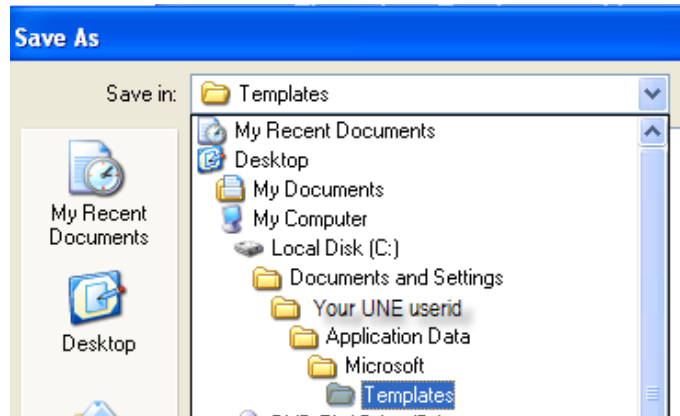
Click on 'Save' – this should take you directly to your Templates Folder



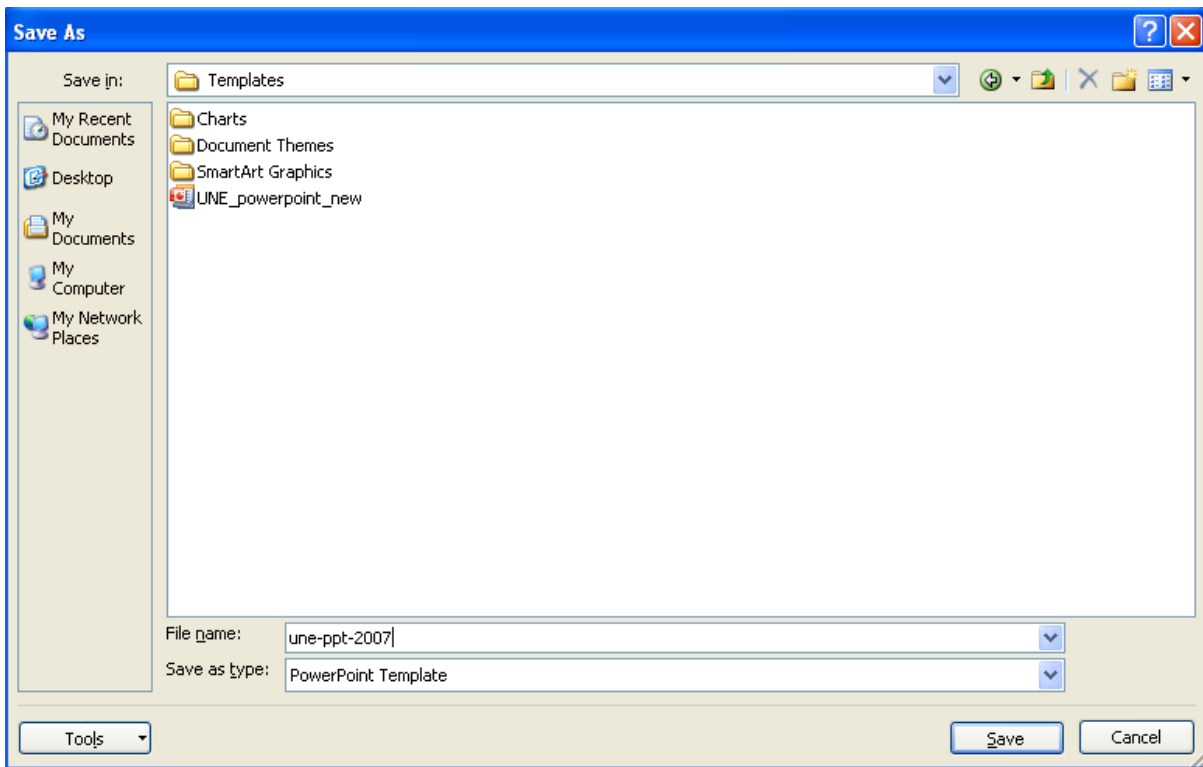
Use autofill name or type a new name. Template auto saves in Microsoft Office PowerPoint 97-2003 Template version so that all staff can access the template.

If you don't get taken automatically to the Templates Folder then browse to it by following this pathway:

1. My Computer
2. Local Disk (C:)
3. Documents and Settings
4. Your UNE userid (eg jcitizen)
5. Application Data
6. Microsoft
7. Templates



To upgrade the file type to Office 2007 Template open the file from the Templates Folder on your computer and then choose Save as type: "PowerPoint Template" – make sure the File name is memorable.

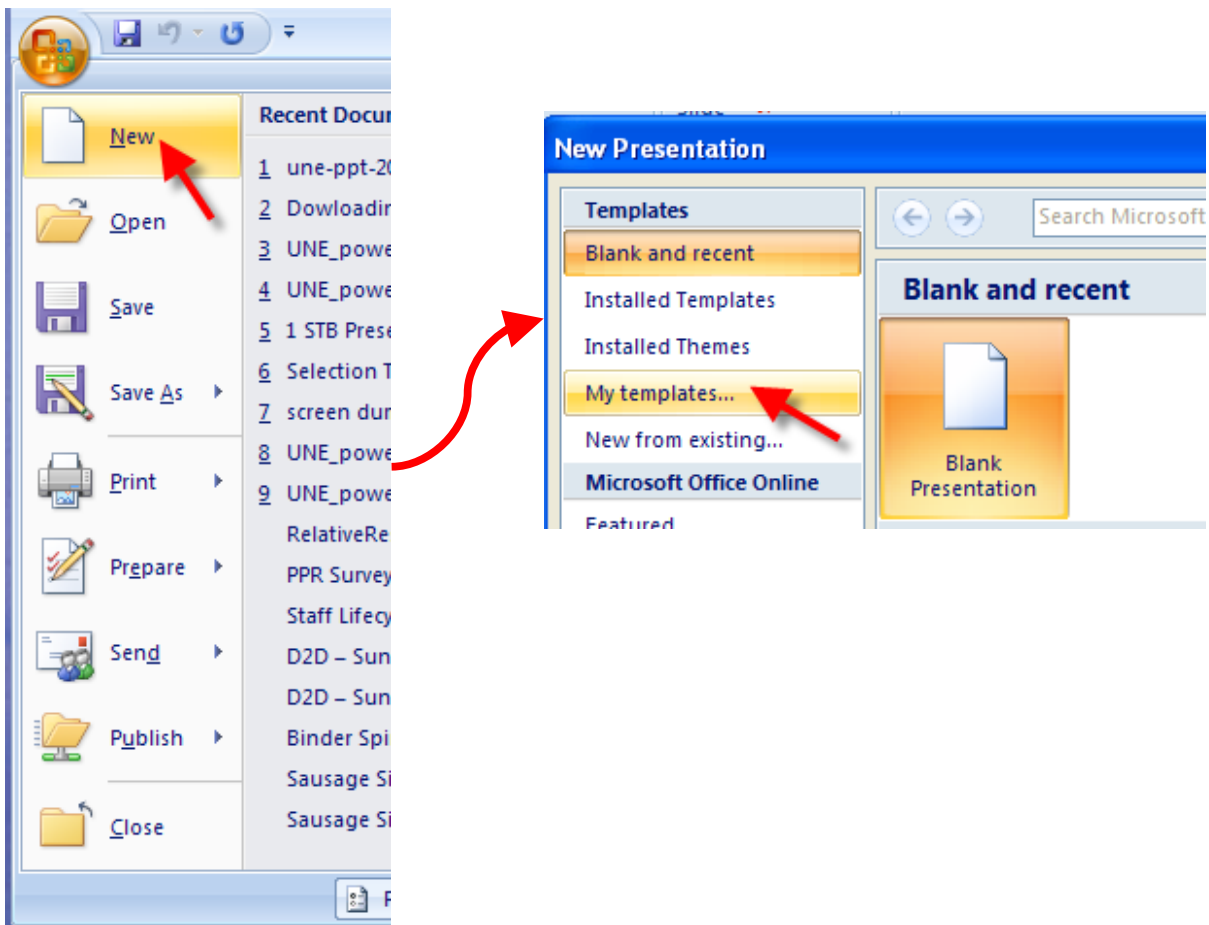


Close PowerPoint.

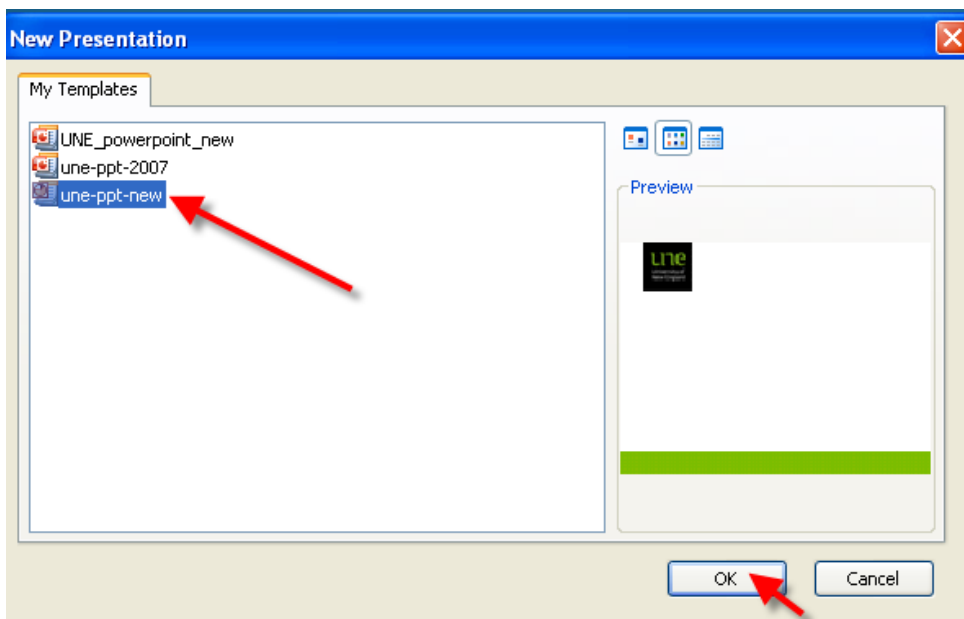
Using the UNE Template to Create a New Presentation

Open PowerPoint.

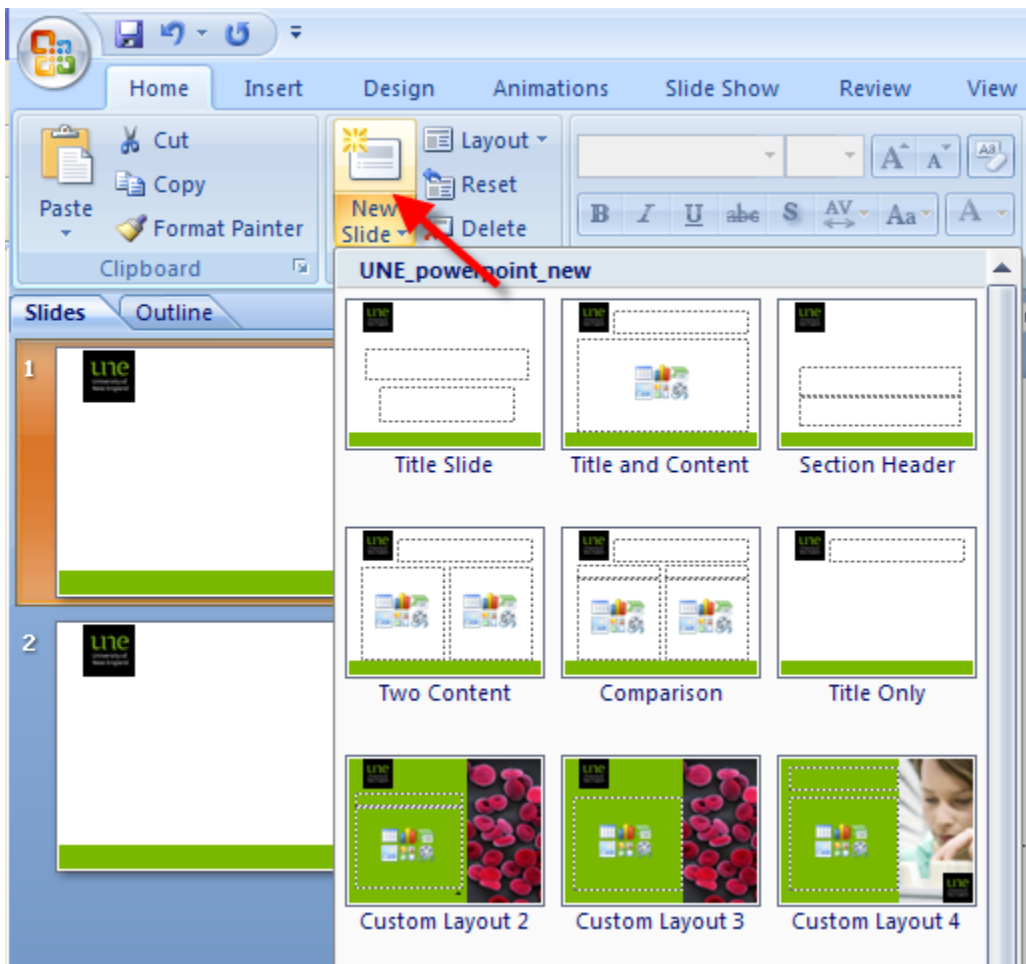
Select File New



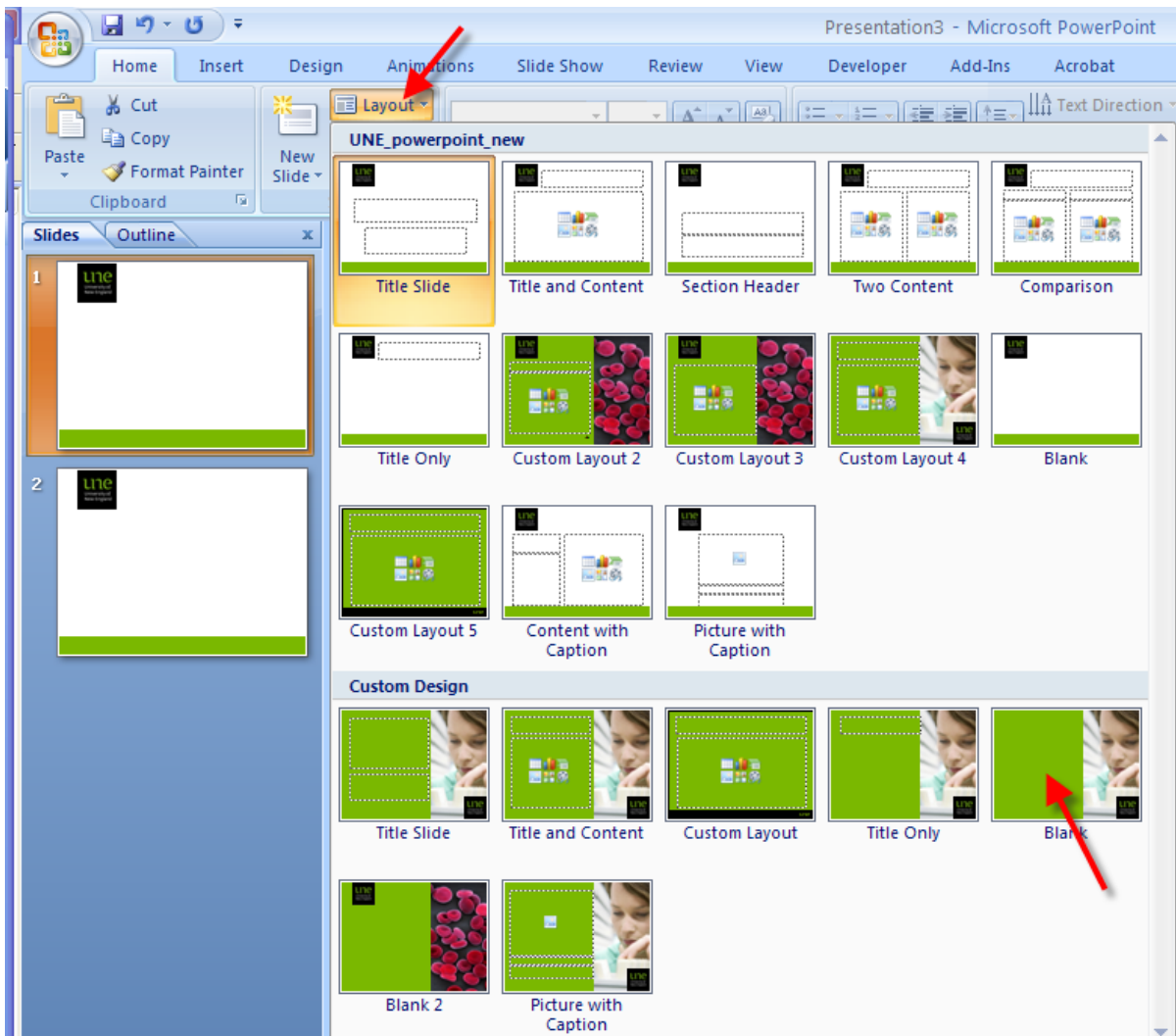
From My Templates choose the template type you wish to use:



To add slides to your presentation click on New Slide:



To choose a different Layout click on “Layout” and then click on the desired layout type:



Remember to save your work regularly to avoid losing any of your valuable work.

For assistance with using PowerPoint contact a member of the Organisational Development Unit:

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