



## Creating PowerPoint Templates for PC

### Introduction:

- A **custom design template** is a collection of format and design properties you can define and apply to future PowerPoint presentation to save time when you need to present slide show information with a specific look and feel. The template consists of:
  - **Title Master** – a master slide that controls the layout and formatting of the first slide.
  - **Slide Master** – a master slide that controls the layout and formatting of the rest of the slides in the presentation.
  - **Notes Master** – A master slide that controls the layout and formatting of the lecture notes pages associated with the slides of the presentation. (We will not be focusing on the Notes Master part.)
  - **Handout Master** – A master slide that controls the layout and formatting of the handout pages associated with the slides of the presentation.
  - **Color scheme** – A collection of color properties applied to the different components of a presentation's slides.
  - **Headers and footers** - A collection of text, such as the page number, date, and presentation name, that appears at the top and bottom edges of the slides in a presentation.

### Step 1 in creating a custom template: Create a custom color scheme

- A **color scheme** is a collection of color settings that, together, define the colors used in a PowerPoint presentation.
  - To create a custom color scheme:
    1. Choose **Format>Slide Design** to display the Slide Design task pane.
    2. At the top of the Slide Design task pane, click **Color Schemes** to display the Edit Color Schemes option.
    3. At the bottom of the Slide Design task pane, click **Edit Color Schemes** to display the Edit Color Scheme dialog box.
    4. In the Edit Color scheme dialog box, on the Custom tab, in the Scheme Colors property box, **double-click the colored square to the left of the color property** you want to change to display the color palette.
    5. For each color in the scheme you want to change, either double-click a standard color or select a custom color, and **click OK**.
    6. **Click Apply** to apply the new custom scheme.

## **Step 2 in creating a custom template: Set up a Slide Master**

- A master slide is a template slide you create to define layout and format issues such as:
  - Background color
  - Location of areas on the slide where text may be entered.
  - Font, size, color, and alignment of slide text.
  - Placement of boilerplate text and permanent graphics
  - Header and footer text.
  
- To set up a Slide Master:
  1. **Choose View>Master>Slide Master** to display the Slide Master.
  2. **Choose Insert>New Slide Master** to insert a new slide master.
  3. If necessary, **choose Insert>New Title Master** to insert a new title master.
  4. If necessary, edit the master's text areas.
  5. If necessary, copy custom master graphics onto the new master:
    - a. Navigate to the slide or master holding the graphic to be copied.
    - b. Right-click the graphic and choose Copy.
    - c. Return to the new master.
    - d. Right-click and choose Paste.
  6. If necessary, insert custom graphics.
  7. If necessary, copy custom master boilerplate text onto the new master:
    - a. Navigate to the slide or master holding the text box to be copied.
    - b. Select the text box.
    - c. Right-click its borders and choose Copy.
    - d. Return to the new master.
    - e. Right-click and choose Paste.
  8. If necessary, insert custom master boilerplate text:
    - a. From the drawing toolbar, click Text Box.
    - b. Draw a text box on the master.
    - c. Enter the boilerplate text.
    - d. Format the text.
    - e. Place the text on the master.
  9. If necessary, right-click and choose Background to set a new background color.
  
- To apply a new master:
  1. If necessary, in Normal view, **choose Format>Slide Design** to display the Slide design pane.
  2. In the Slide Design pane, **click Design Templates** to display the design template options.
  3. In the Slide Design pane, from the Apply A Design Template list box, **click the new master you want to apply.**
  4. If necessary, **click Yes** to copy all the masters contained in the template into the current presentation.

### **Step 3 in creating a custom template: Set up the Title Master**

- Use the same steps as setting up a slide master.

### **Step 4 in creating a custom template: Format Custom Bullets**

- Bullets create an aesthetic appeal to lists of information.
  - To set up custom bulleting on a slide master:
    1. On the slide master, in the master text styles area, select the bullet level you want to customize.
    2. **Choose Format>Bullets and Numbering.**
    3. Set up the custom bullet according to its type:
      - For symbols:
        1. Click Customize
        2. In the symbol dialog box, scroll through the symbols palette to locate the bullet symbol you want to use.
        3. Double-click the bullet symbol.
        4. Click OK.
      - For pictures:
        1. Click Picture.
        2. In the Picture Bullet dialog box, scroll through the pictures palette to locate the bullet picture you want to use.
        3. Double-click the bullet picture.
- You can create custom bullets on a PowerPoint slide.
  - **Click Picture** on the Bullets and Numbering window to select a graphic as a custom bullet with the Picture Bullet dialog box.
  - **Click Customize** to set a symbol as a custom bullet with the Symbol dialog box.
  - **Click Import** to import a picture or icon to use as a bullet.

### **Step 5 in creating a custom template: Add a Footer/Header**

- Adding a footer allows you to escape the task of entering or editing information that must be displayed on every slide in the presentation.
  - To add a footer to a slide:
    1. **Choose View>Header and Footer** to display the header and Footer dialog box.
    2. If necessary, **check the Date and Time checkbox** to include the date and time.
    3. If necessary, **select the fixed date display.**
      1. Select Fixed.
      2. In the Fixed text box, enter text for the fixed date.
    4. If necessary, **select the automatic date display:**
      1. Select Update Automatically
      2. If necessary, from the Update Automatically drop-down list, select a date format.
    5. If necessary, **check the Slide Number check box** to include the slide number.
    6. If necessary, **include footer text:**
      1. Check the Footer check box.
      2. In the Footer text box, enter the text for the footer.

7. If necessary, **check the Don't Show on Title Slide check box** to hide the footer from the title slide.
8. Apply the footer settings:
  1. **Click Apply** to apply the footer on the current slide.
  2. **Or click Apply to All** to apply the footer to all the slides.
9. Test the new footer settings:
  1. Choose Slide Show>View Show.
  2. Check for the footer as you advance through the slides.
  3. End the show.

#### **Step 6 in creating a custom template: Saving a Custom Design Template**

- Saving your custom template makes it reusable in the future.
  - To save a custom design template.
    1. **Choose File>Save As.**
    2. In the Save As dialog box, in the File Name text box, enter a name for the new design template.
    3. From the Save As Type drop-down list, **select Design Template (\*.pot)**
    4. **Click Save.**

**Note:** You must first close and restart PowerPoint before the new design template will be displayed in the Design pane.

- To browse your available templates, while in PowerPoint, **choose Format>Slide Design.** On the bottom of the slide design task pane, **select the Browse link.** This will open the templates folder so you can preview all your templates.