

Using the New Presentation Templates

Rule

Before you can use the new file, you must first save it in PowerPoint as a template.

Save the File as a Template

To save the files in PowerPoint as templates...

1. Save the file from the web site somewhere on your computer where you will remember where to find it (e.g., C:\My Documents\TEMP\).
 2. Open the file in PowerPoint.
 3. Select **File, Save As**.
 4. In the **Save as type** drop-down, select **Design Template** and click **Save**.
 5. Repeat Steps 1-4 for the second file.
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For Existing Presentations

To apply the template to an existing presentation...

1. Open the existing presentation you wish to convert to the new template.
2. Do one of the following:
 - For Office 2000 users, select **Format, Apply Design Template**. Select the dark or light version of the template from the list and click **Apply**.
 - For Office 2002 users, select **Format, Slide Design**. Select the dark or light version of the template from the list that is displayed.

Please Note: Your presentation might not convert seamlessly. The new template will NOT change any formatting you may have done on the local slides, so be sure to review all slides for consistency.

For NEW Presentations

To apply the template to a new presentation...

1. Open PowerPoint.
 2. Select **File, New** and select a blank presentation.
 3. Do one of the following:
 - For Office 2000 users, select **Format, Apply Design Template**. Select the dark or light version of the template from the list and click **Apply**.
 - For Office 2002 users, select **Format, Slide Design**. Select the dark or light version of the template from the list that is displayed.
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Using the New Presentation Templates Cont'd

Photo Tips for Presentations

1. Save photos as JPEGS or GIFS.
2. Image size should be 100 or 150 dpi at 100% size.
3. Avoid resizing a graphic to be LARGER in PowerPoint—always size-down.
4. Always hold the SHIFT key when you size photos in PowerPoint to maintain the aspect ratio and avoid that “squashed” look.
5. *BLACK & WHITE OR DUOTONE PHOTOS*...are preferred. They strengthen the overall cohesion of the poster with the College of Nursing; ask the CON designers, we can help!
6. *COLOR PHOTOS*...are great, too. If a stimulating color photo or graphic meets your goals or objectives, please use it!

Need Help?

Call the help desk or ask the resident graphic gurus:

CON Help Desk
con-help@uic.edu
312-996-0710

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312-413-3407

Mark Mershon
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Example Title Slide

Joan Shaver, PhD, RN, FAAN
Professor and Dean

Example Presentation Slide

- You Place Headlines Here
 - You can put subheads here
 - Or go to 3rd level
 - Or 4th (by tabbing)
 - » Or 5th



*Place photo captions here, or credits,
Arial Bold Italic, 12pt*

This is your reference area, Arial Italics 14pt