REMINDER: Emailed to a group account. Do NOT reply using the email group account.

ProductivI.T.y – For Internal Use Only

WHAT's New?

Create a Default Presentation Template

Each time you open a PowerPoint, you are faced with the same plain design template to start your presentation.
In a corporate or business setting, you might need to create presentations using a standard background, such as using company defined colors and logos. To be consistent and to use the same starter presentation, the simplest way is to create a new default design template of your own.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.

<Back | Next>

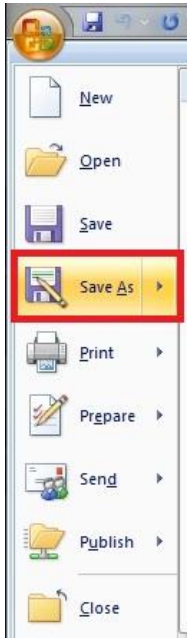
OK | Cancel

Create a Default Presentation Template

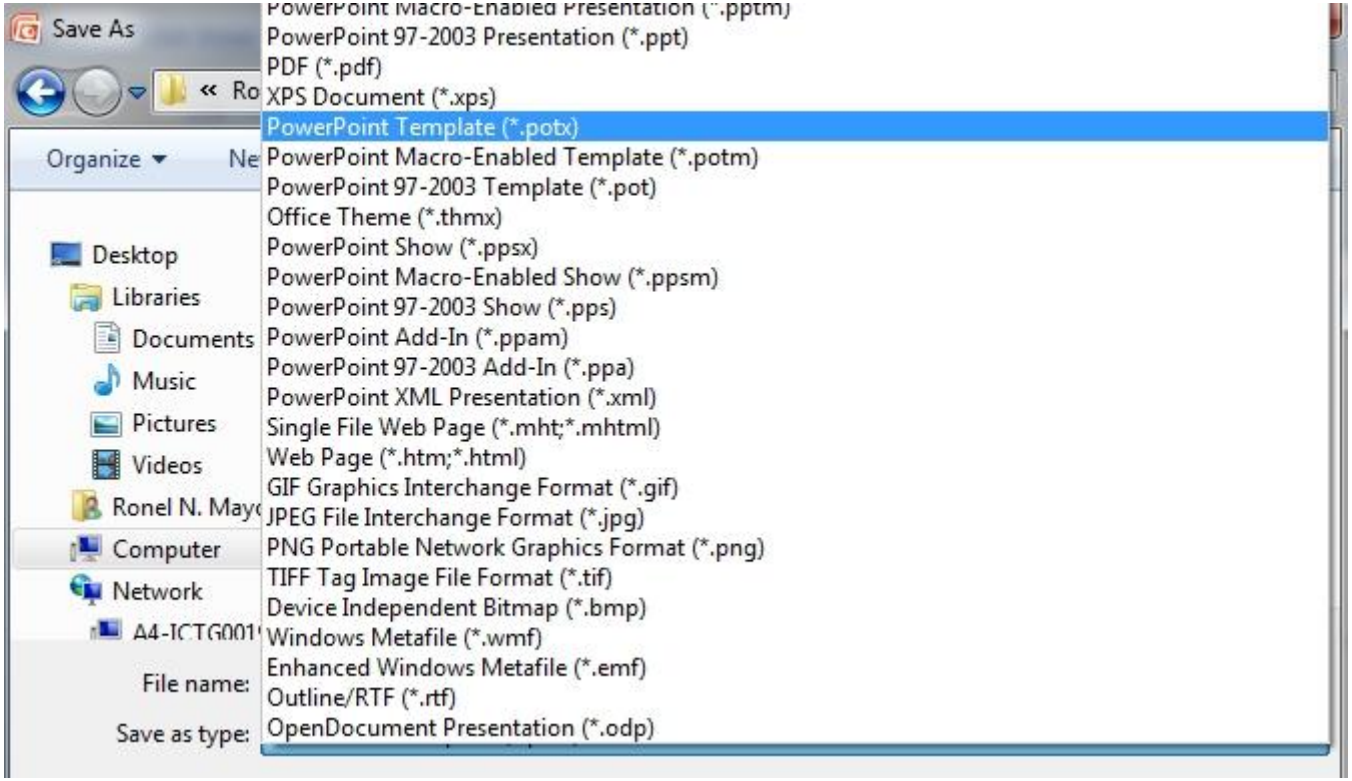
Before you start making any changes, you should make a copy of the original default template.

A. Save the Original Default Template

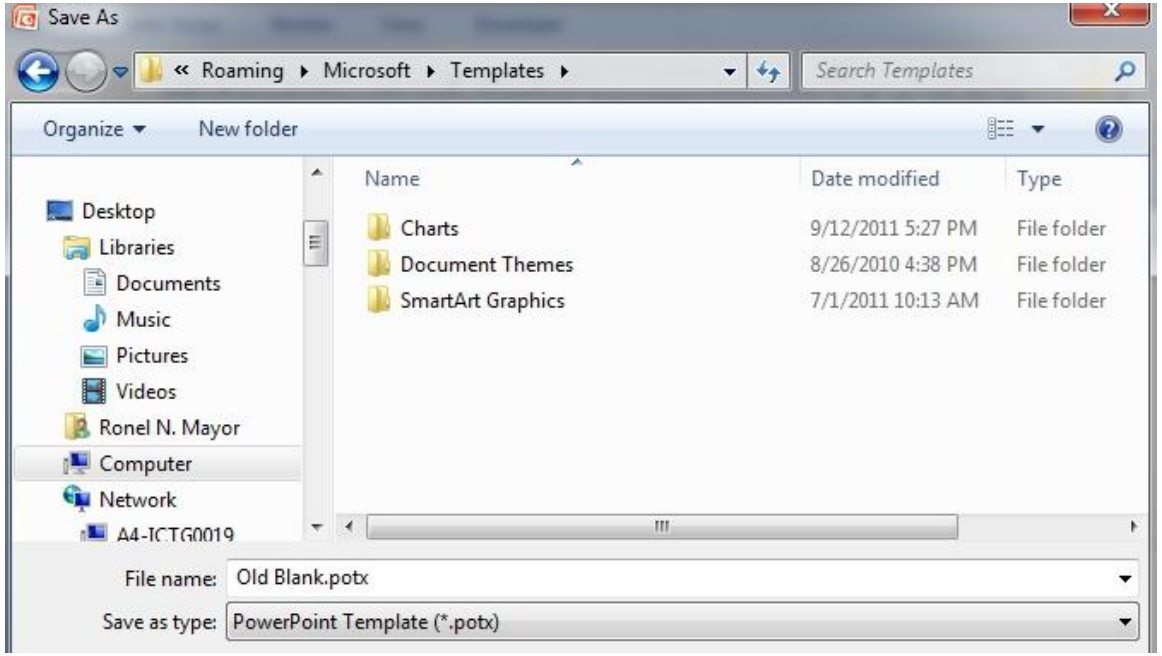
1. Open PowerPoint.
2. Click the ***Office*** button > ***Save As…***



3. In the ***Save As*** dialog box, click the drop down arrow beside ***Save as type:*** and choose ***PowerPoint Template (*.potx)***.



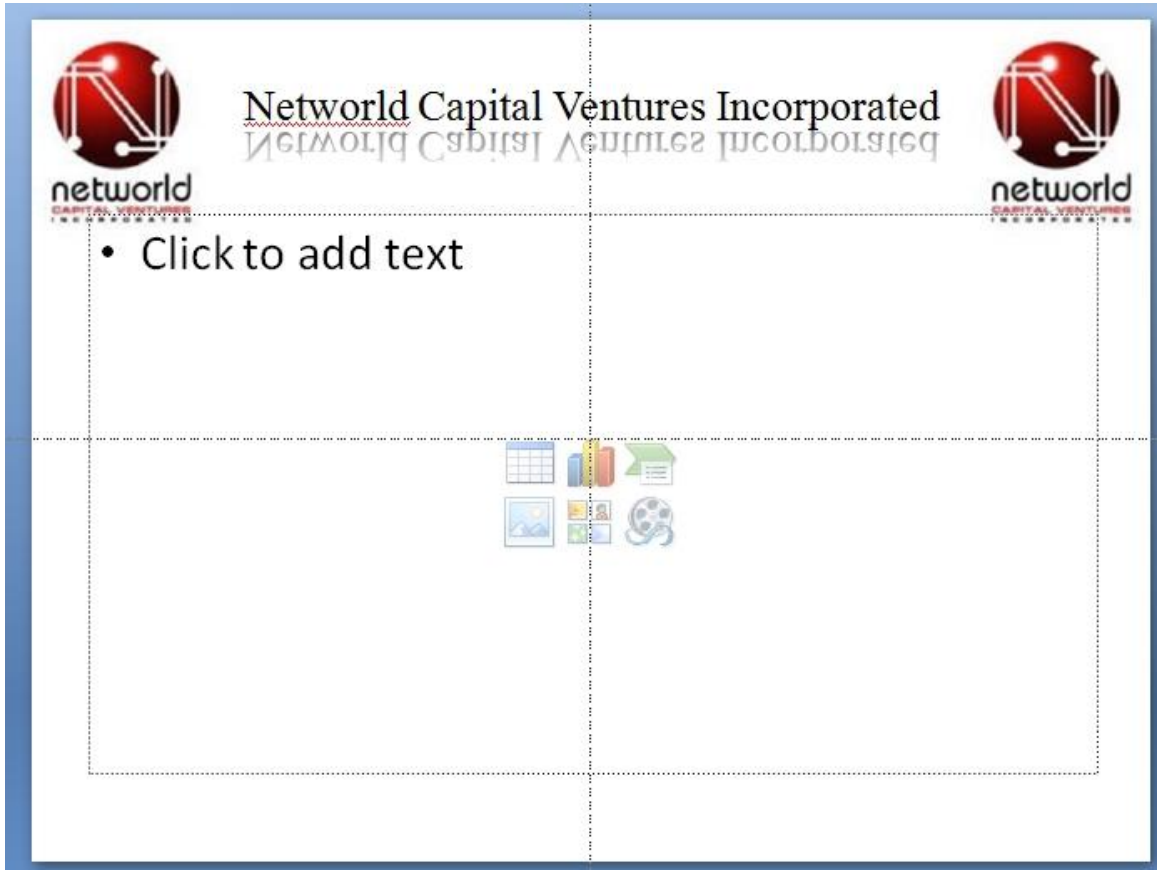
Note: The saving location will immediately change to the folder where PowerPoint 2007 stores its templates. Do not change this location or PowerPoint will not know where to look for the file if you choose to use it again. See figure below.



4. Name the file ***old blank*** (or something similar). The original default design template is called ***blank.*** PowerPoint will add the file extension ***.POTX*** to the file so it will know that this is a template file and not a presentation ***(.PPTX)*** file.
5. Close the file.

B. Create Your New Default Presentation

1. Open a new, blank PowerPoint presentation, or if you have a presentation already created that has most of the options already formatted to your liking, open that presentation.
2. Make any changes you want to this new blank presentation template, such as –
    - Changing the background color
    - Applying a design theme
    - Changing the default font family
    - Adding pictures or graphics into the slide master, such as a logo



3. When you are happy with the results, **SAVE** the file (similar to the procedure presented above, steps A- 2 and A-3) with a file name "Blank.potx". As discussed in Procedure A-4, default design template is called ***"blank.potx"***. The next time you open PowerPoint 2007, you will see you're formatting as the new, blank design template and you are ready to start adding your content.

   *Note: To return to using the plain, white default template as a starter in PowerPoint 2007, just ***delete*** the file you created above and rename the ***Old Blank.potx*** to ***Blank.potx***.