



How to download and use the templates

To download and use the PowerPoint templates follow the instructions below. The template files have been zipped to avoid problems that users were having previously. The instructions may seem a little complicated but you only need to do this once and then you will have the template available to use at anytime.

Download the Template

1. **Click** on the template you want to use. You will be prompted to **Open** or **Save** the file.
2. Click **Save** and download the file into an appropriate folder on your **C: drive** (somewhere you keep templates already or My Documents or wherever you want as long as you remember where to find it later!).
3. Because the template files are zipped you now need to go to the folder you just saved the file into. Locate the file (it will have **.zip** at the end of it) and **Open** it and you will see the template inside it (it will have **.pot** at the end of it).
4. Highlight the **.pot** file (by clicking on it) and then go up to **Edit** on the menu bar and chose **Move to Folder** from the drop down menu and **Move** the file into the same folder you used at stage 2.

Creating your presentation

5. You can now **Open** PowerPoint and chose **Blank Presentation** (not Template) and **Ok** it.
6. **Cancel** the **New slide** window that appaers and you will now be ready to start creating your presentation.
7. Go to **Format** on top menu bar and select **Apply Design**.
7. The **Apply Design** window will open and you then need to find the template file (**.pot**) you have just moved at stage 4 and click the **Apply** button.
9. The blank presentation screen will show a **Click to add first slide** message on it, once you have clicked you'll be able to select whichever slide layout you require.

The first layout in the top left of the **New Slide** window will give you a **Title slide**, which you should use to start you presentation. All the other layouts examples shown will give you various follow on slides types. It doesn't matter which you chose though, they will all give you a Forestry Commission branded slide.

10. To add new slides use the Common Tasks menu, which should either be open already or can be found under **View** → **Toolbars** → **Common Tasks**.
11. Once you have finished remember and **Save** your presentation!
12. When you next want to create another presentation you only need to start at step 5.