

CLCE PowerPoint Template Directions

To save the template:

Right-click on the template example image, and select “*Save target as*” **OR**
Double-click the image and open the attached PPT template file and click “*save as*”.
Select PowerPoint Template and it will automatically take you to the right location to save.
Save as CLCE_Template.potx
Close the Template.

To apply it to a new PPT:

On the File tab, click New.
Under Available Templates and Themes, select CLCE.
(Note: It opens in the master slide view).
Close the Master Slide view and it should be applied to your PPT.
There are multiple layouts available. If you select the drop down arrow on the new slide button, you’ll see the new layouts.
Make sure to save as a .PPT and not as a .potx

To apply it to an existing PPT:

Open the PPT that you want to apply the template to.
Select the Design tab and in the Themes group, click the drop down arrow.
Click Browse for Themes.
Locate your template from where you saved and click Apply.
(Note: I couldn’t find it under the Microsoft Templates C Drive location (I believe this is hidden for some people), but I had also saved the .potx on my network drive. I located it there and applied it from there.)