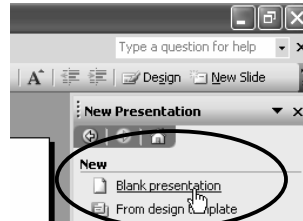# How to Save a Template

By Rupert Russell
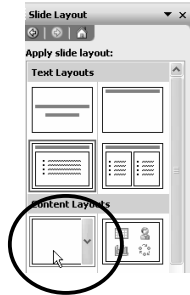

How to save a template

1) Open PowerPoint
2) Create a new Blank presentation
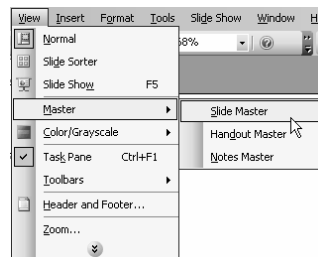

How to save a template
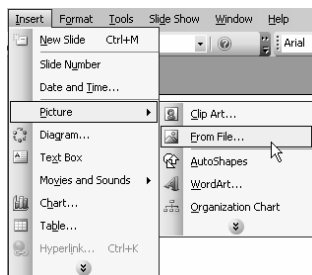
3) Open a Blank Slide

How to save a template

4) **View > Master > Slide Master**

How to save a template
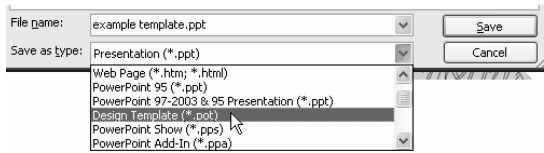
5) **Insert > Picture > From File…**

How to save a template

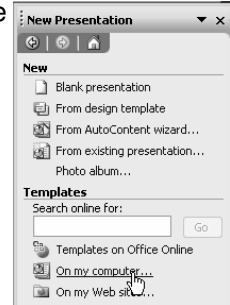6) Close the Slide Master View from the toolbar or select **View > Normal**

How to save a template

7) Save as a template **File > Save As…**
Save as type: **Design Template (*.pot)**

How to save a template

8) To use the new template open a new PowerPoint presentation
File > New…
Select Templates
On my computer…

How to save a template

9) Locate the new template and click OK