

## How to Install and Use the UIS Creative Services Custom PowerPoint Templates

The Creative Services team has prepared templates for UIS Strategic Compass and University presentations. The templates use graphics and colors to represent the UIS brand.

Download the templates here: <https://www.uis.edu/creativeservices/standards/templates/>

### A) The UIS custom templates can be used once or can be reused.

#### I) To use it once:

1. Unzip the downloaded folder.
2. Double-click the .potx or .pot file, depending on your version of Microsoft PowerPoint.
3. Create your presentation and save the file as PowerPoint presentation.

#### II) To reuse:

To reuse the UIS Custom PowerPoint template, you will need to follow a few steps of copy and paste. Once you complete the copy and paste process, you can then create a PowerPoint presentation

1. Go to the location mentioned below.

For Windows	For MAC
<p>i) If you are using Microsoft Office 2013 or newer, copy below path:</p> <p>%appdata%\Microsoft\Templates\ OR</p> <p>i) If you are using a version of Microsoft Office prior to 2013, copy below path:</p> <p>Documents\Custom Office Templates\ ii) Press the Windows key on the lower-left corner of your keyboard.</p> <p>iii) In the <i>Search programs and files</i> box, type <b>run</b> and press <b>Enter</b> on your keyboard.</p> <p>iv) In the Run window that is displayed, paste the path you copied.</p> <p>v) Press <b>Enter</b> on your keyboard. [Note: A File Explorer window will be displayed. Do not close this window.]</p>	<p>Macintosh HD/Users/&lt;YourNetID&gt;/Library/Group Containers/UBF8T346G9.Office/User Content/Templates</p> <p><i>Important: Do not mix up the System Library folder with your user Library folder. On OSX, the user Library folder is a hidden folder by default. The best way to access this folder is by selecting Go from the Finder menu at the top of your screen, then holding down the Alt/Option key on your keyboard. The Library folder will appear in the list of accessible folders and you can select it from there.</i></p>

2. Unzip the downloaded folder.
3. Copy the template file depending on the version of Microsoft PowerPoint you are using. (The template file extension is .potx for the latest versions of Microsoft PowerPoint, and .pot for the 1997-2003 versions.)
4. Paste it in the location opened in step #1. [Note: Mac users proceed to Section **B** to create a PowerPoint presentation.]
5. For Windows only:  
On the File Explorer opened in step #1., click on the path that is displayed towards the top of the window. Copy the path that will look similar to this --

C:\Users\NetID\AppData\Roaming\Microsoft\Templates

OR

C:\Documents\Custom Office Templates\

- a) Launch PowerPoint.
- b) Click on *Blank Presentation*.
- c) Click **File > Options**.
- d) In the *PowerPoint Options* window that is displayed, click on **Save**.
- e) Next to *Default personal templates location*, paste the copied path.
- f) Click **OK**.
- g) Quit PowerPoint.

## **B) To create a PowerPoint presentation from a template:**

1. Launch PowerPoint.
2. Click on the *PERSONAL*.
3. Click on a UIS custom template.
4. Click on **Create**.
5. Create your presentation.  
Note: Slide layouts are available for UIS custom templates.
6. Save as a PowerPoint presentation.