

Adding SSW Templates to your Default Themes

In order to apply the custom SSW templates to an existing presentation, or to have the template be available for use as a default theme whenever you are creating a new presentation, you first need to save the presentation template to your computer as an Office Theme.

To start download the desired template from the SSW website. Then open the presentation in PowerPoint. Next, select **File** and **Save As**. In the window that opens, select **Office Theme(*.thmx)** under **Save as type**. Then select **Save**.

To get the template to show up in the list of available design templates, you may need to exit PowerPoint and restart it. The custom theme will then show up whenever you start PowerPoint.

To apply the theme to an existing presentation, open your presentation. Select the **Slide Master** tab and select the **Themes** pull down tab. The **Themes** tab will open and you can select the appropriate theme from those available. If you do not see the template you want, make sure that you have gone through the steps outlined above.

NOTE: With the templates using the horizontal images, you will need to cut and paste the title slide from the presentation template and enter in your presentation information in that slide in order to use the images in your presentation. You will also need to cut and paste the last slide of the template into your existing presentation in order to get the banner that says Living Proof. We make a difference in People's lives.