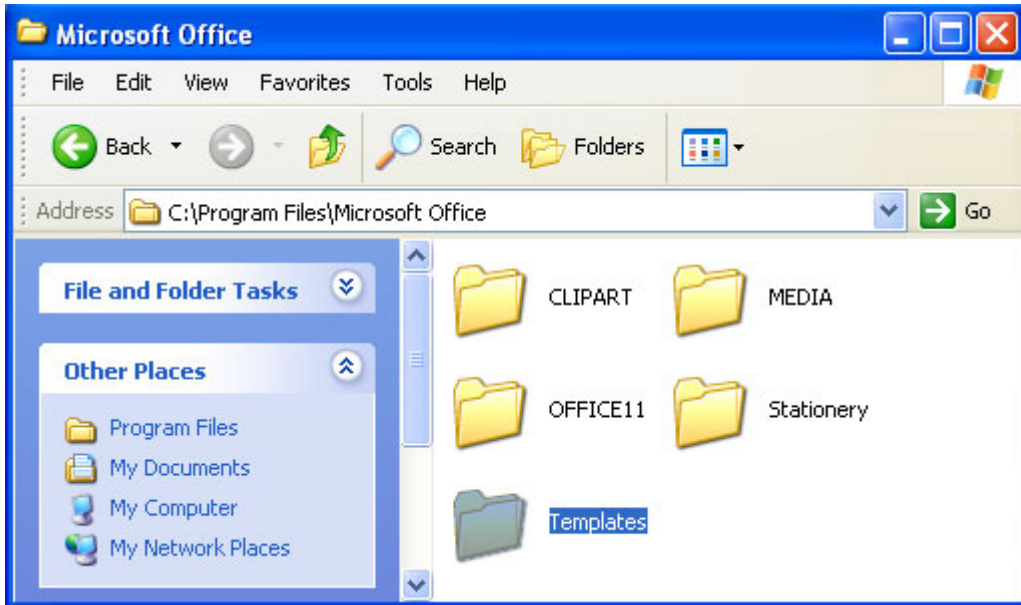


## How to install PowerPoint templates on your computer

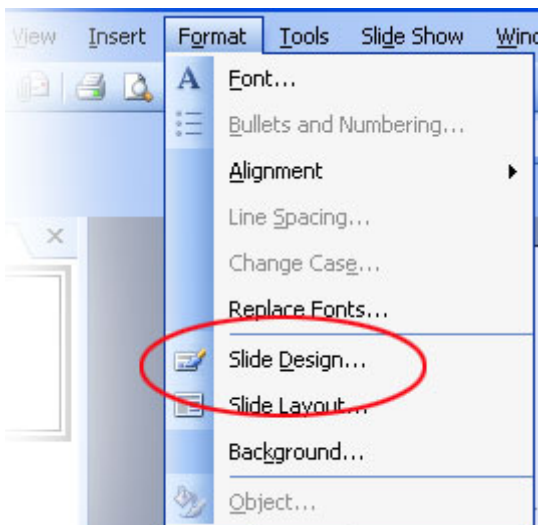
### For WINDOWS

- 1) UnZIP the file archive and save it to your "My Computer > Program files > Microsoft Office/Templates/" folder.

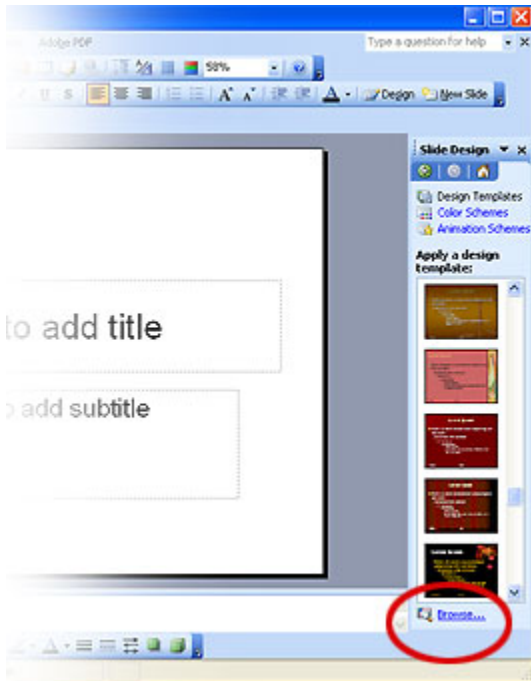


- 2) Create a new PowerPoint presentation

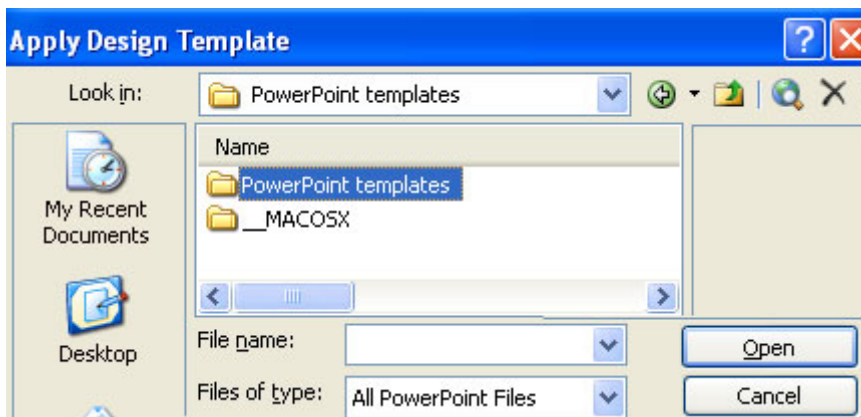
- 3) Open the Slide Design tab



4) Click "Browse..." at the bottom of the tab and find your folder within the file browser



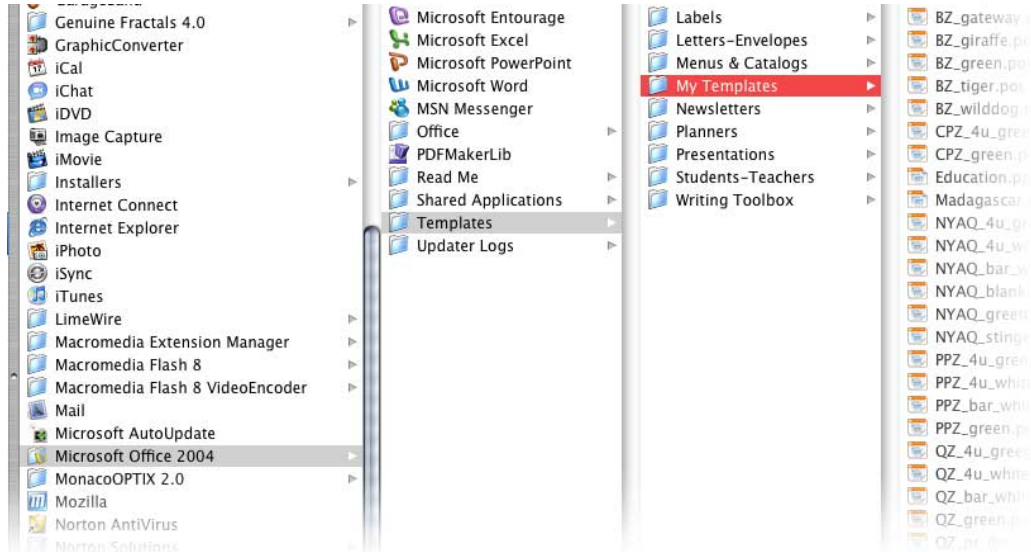
5) Open the PowerPoint templates folder, choose a design and click **Apply**



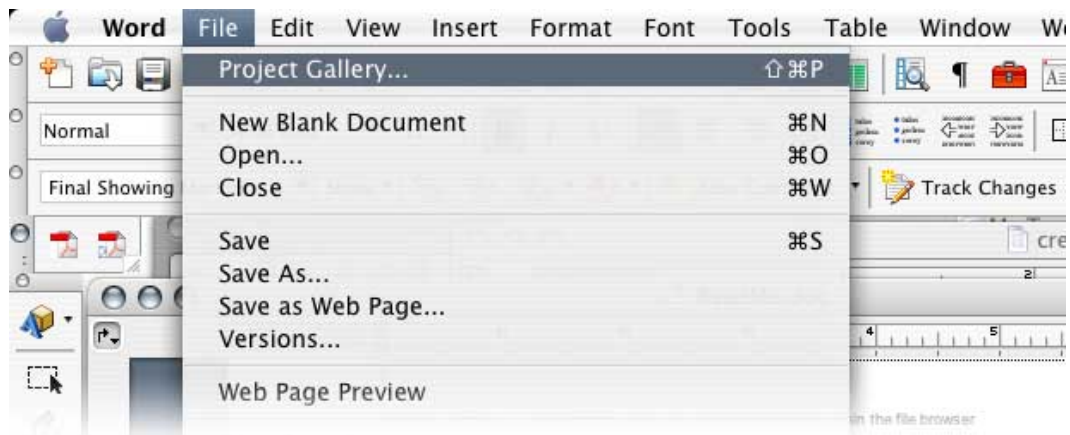
6) Return to your PowerPoint presentation. All the templates should now appear in the slide design window under the Available for Use heading.

## For MACINTOSH

- 1) UNZIP the file archive into your "/Microsoft Office/Templates/My Templates/" folder. You can use StuffIT Expander or the default OS X unstuffing utility (it should do it automatically when you double-click on the file).



- 2) In Microsoft PowerPoint, select "Project Gallery..." under the FILE menu.



- 3) Select "My Templates" (on the left column) and choose a design.

