

## Installing the templates

These templates need to be installed – so if you are not sure how to move or copy files, please contact your IT support or get a colleague to help you.

To use these templates they **MUST** first be installed by copying or moving them to the **Templates** folder used by Microsoft Office. This is the way Microsoft has designed templates to work. In later versions of Office this becomes even more crucial as this folder is a 'trusted' location – templates installed outside of this folder may not open or run correctly.

This folder can be in one of several locations, depending on which version of Windows you have on your computer - Microsoft Windows 98, Microsoft Windows NT, Microsoft Windows 2000, Microsoft Windows XP or Vista.

The default locations are as follows:

**Microsoft Windows Vista**

C:\Users\*user name*\AppData\Roaming\Microsoft\Templates

**Microsoft Windows XP**

C:\Documents and Settings\*user name*\Application Data\Microsoft\Templates

**Microsoft Windows 98 and Microsoft Windows NT 4.0:**

C:\Windows folder\Profiles\*user name*\Application Data\Microsoft\Templates

**Microsoft Windows 98 (without profiles):**

C:\Windows folder\Application Data\Microsoft\Templates

**Microsoft Windows 2000:**

C:\Windows folder\Profiles\*user name*\Application Data\Microsoft\Templates

**or**

C:\Documents and Settings\*user name*\Application Data\Microsoft\Templates

(Where *user name* is the name the user enters when logging-in to Windows)

When you create a new template or customize an existing one and save it, the template is saved, by default, in one of these locations.

## Using the templates (PowerPoint 2003)

1. Choose **New...** from the **File** menu in PowerPoint and the **New Presentation** palette should appear to the right of the document window.
2. Under the **Templates** section click on **On my computer...** This should open the **Templates** dialog box. Double-click on the template you want to open from the **General** tab.
3. This will then open up a copy of the template.

## Using the templates (PowerPoint 2007)

1. Choose **New...** after clicking on the **Office Button** in PowerPoint (in the top left corner) and the **New Presentation** window should open.
2. Choose **My templates...** from the **Templates** list on the left of the window. This should open up another dialog box. Double-click on the template you want to open from the **My Templates** tab.
3. This will then open up a copy of the template.

### Note:

Installing and opening the templates in this way conforms to Microsoft's template model and ensures that the templates function correctly and are protected from accidental alteration.

If you work for a company with a central file server, templates may be stored on a network drive and the user's copy of Microsoft Office configured to look for templates on that drive – but this would usually be set-up by your systems administrator or the IT department, who should install the templates for you.