

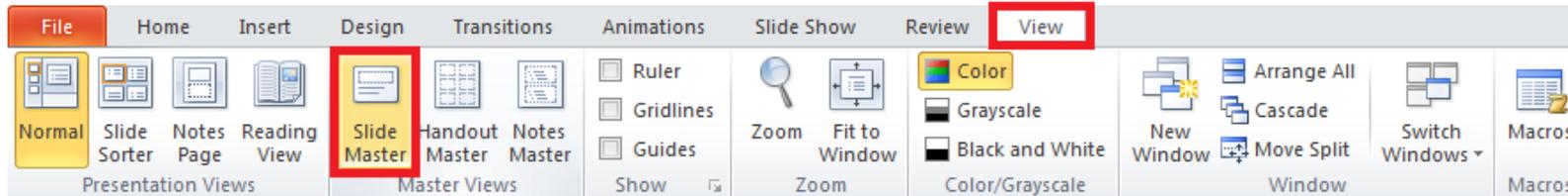


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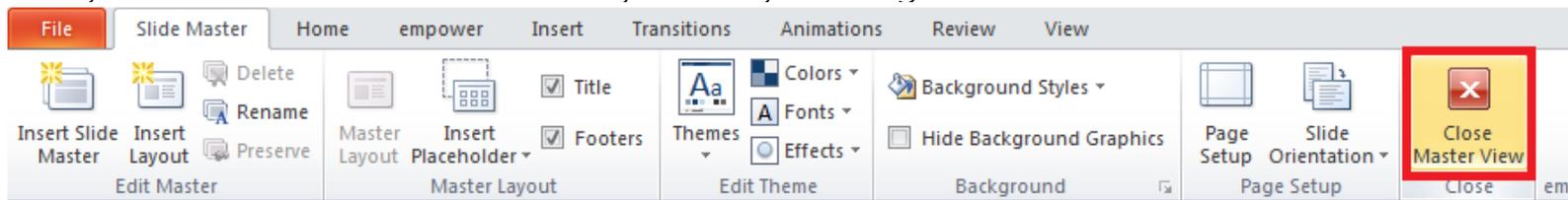
10 Tips for creating perfect templates

Your guide to create perfect templates

- This document will explain the most important settings and provide tips for the perfect PowerPoint template.
- Begin by opening an existing or new PowerPoint template.
- Many of the recommended steps are required to be performed in Slide Master view. This will always be pointed out at the beginning of each tip.
- To open Slide Master view, please to the following:



- You may leave Slide Master view at any time by clicking here:

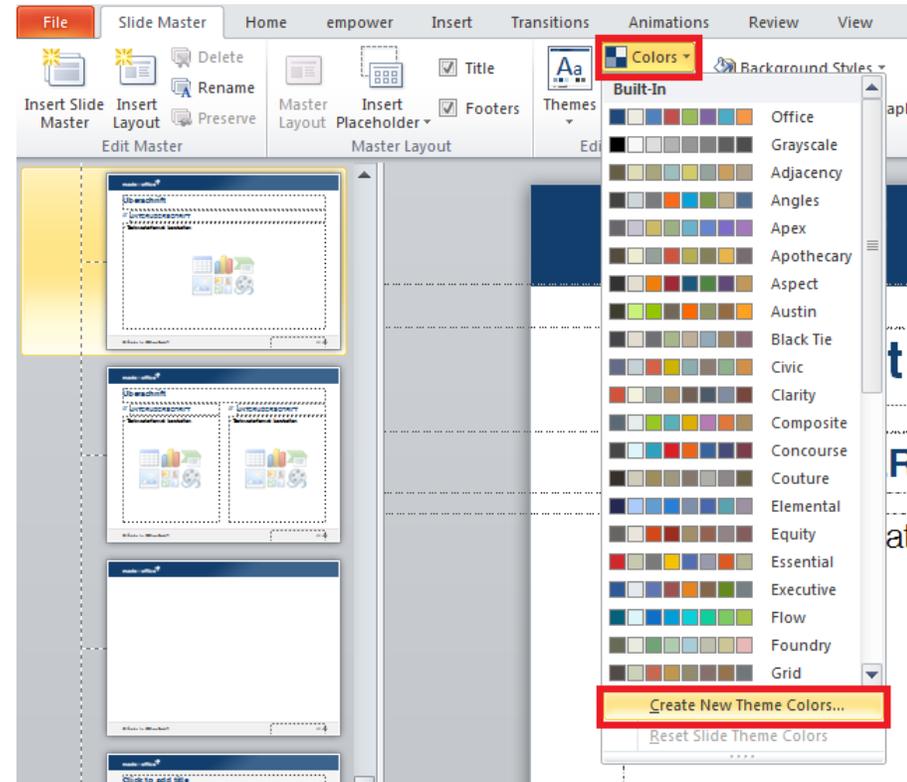


1

Set up color scheme

Set up color scheme

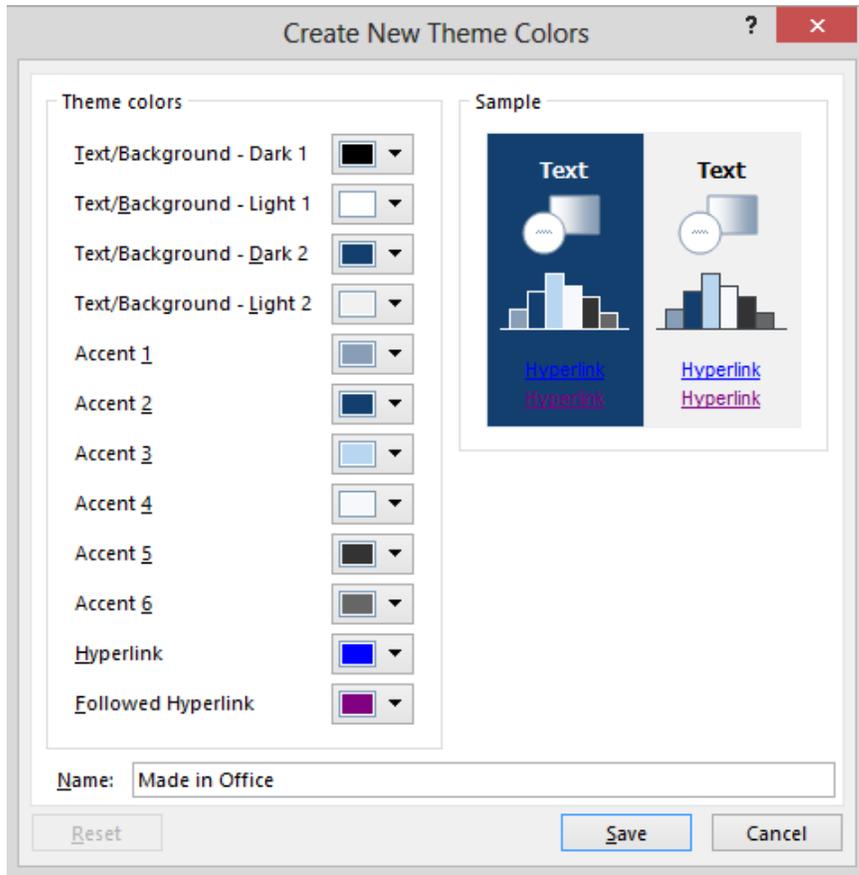
- Click here to adjust the color scheme of your template:



The color scheme adapts all elements to your cd.

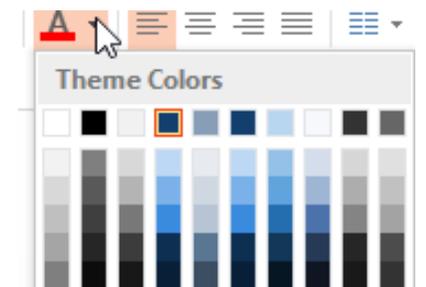
Set up color scheme

Adjust colors



Tips

- Enter the RGB values for 12 colors.
- The first 4 colors apply to text and background colors.
- As from color 5 the colors apply to charts and tables (please refer to the preview on the left).
- Colors 11 and 12 (Hyperlinks) are not visible in the color picker as they are only used for links.
- Unfortunately, the automatic color of PPT is unable to be changed.



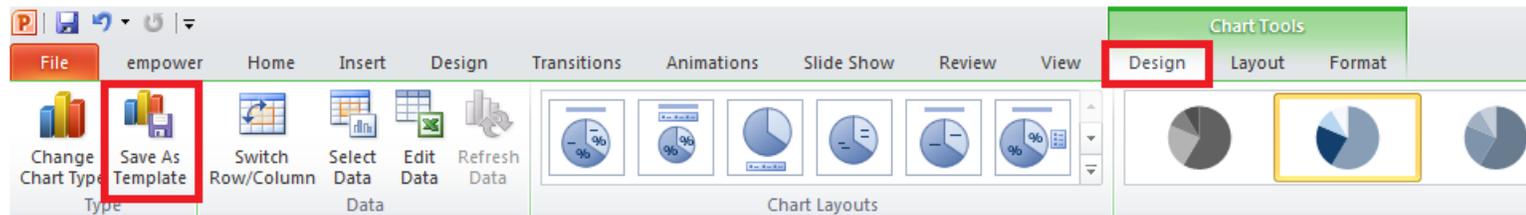
2

Set up chart templates

Set up chart templates

Create charts with all settings

- Close Slide Master view and adjust the chart you wish to save as a template. If you do not have a chart in your presentation, create one as usual.
- Select the desired chart and click here:

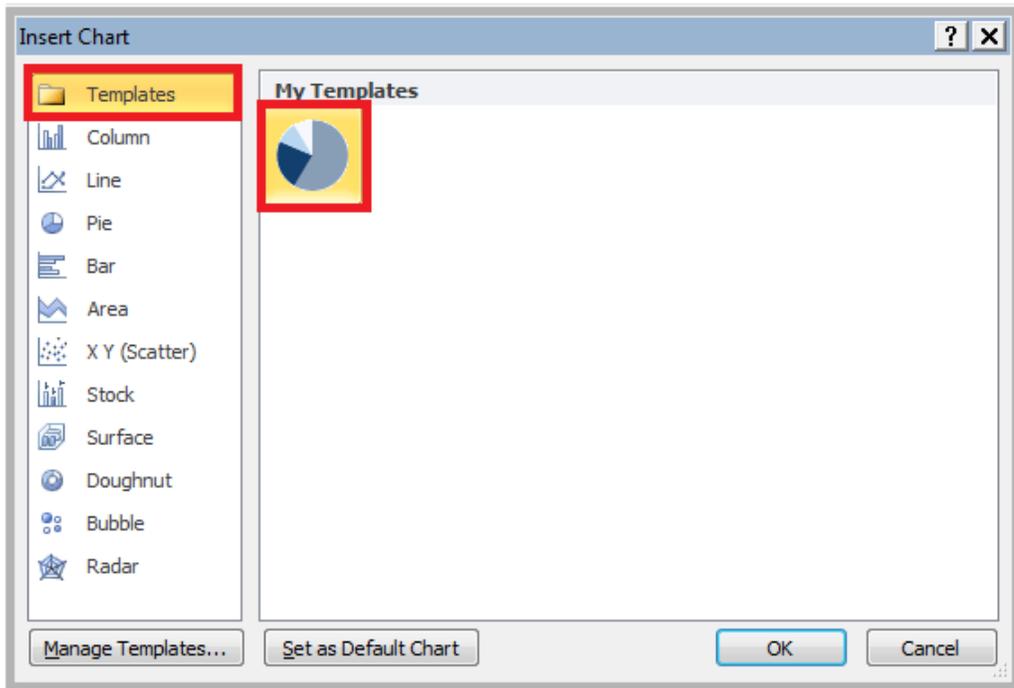


- In a final step, please provide a name for your chart.
- This procedure can, of course, be repeated for as many chart types as required.

Using chart templates

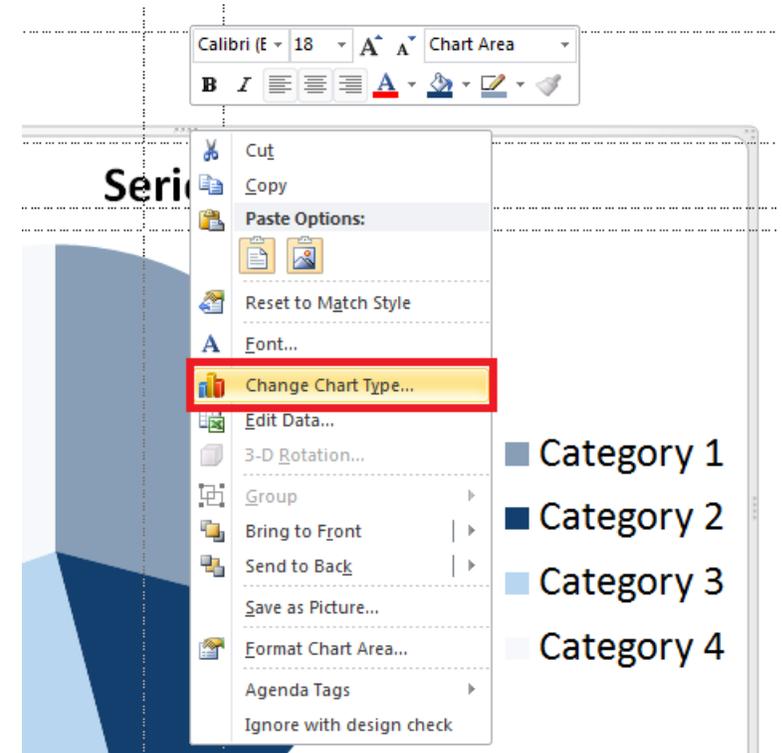
New from template

- Do the following to create a new chart with your template:



Adapting existing templates

- If you wish to adapt an existing template, simply right-click your chart and select the desired chart from your templates:

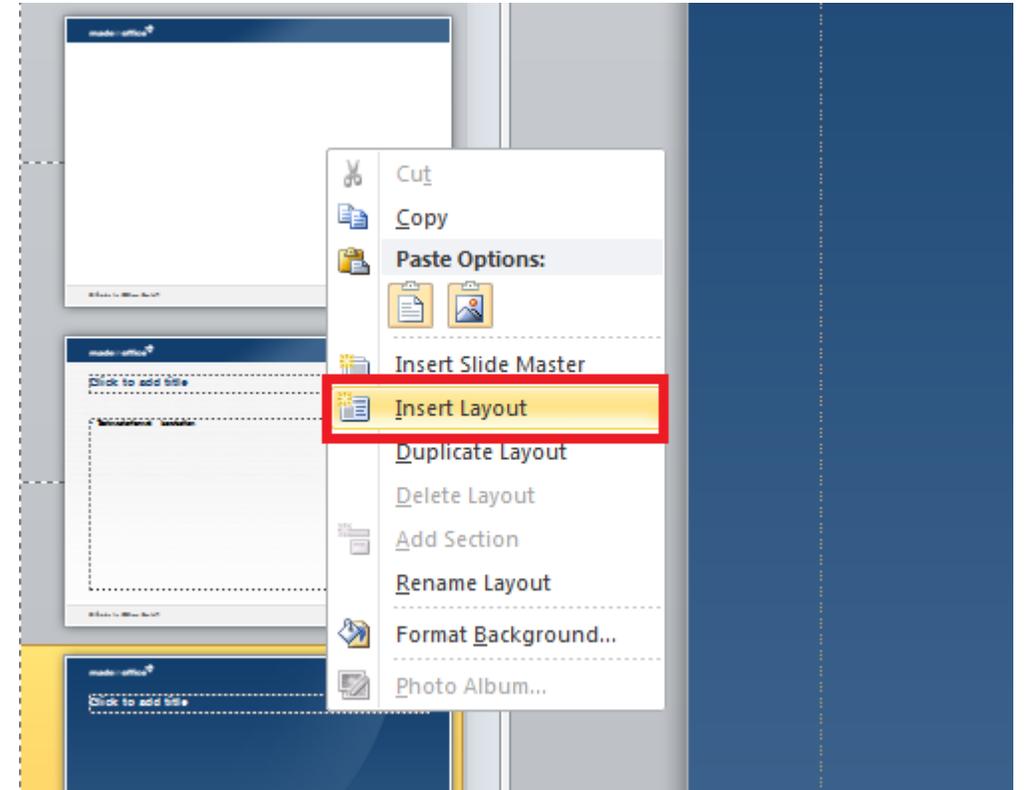


3

Defining layouts

Defining layouts

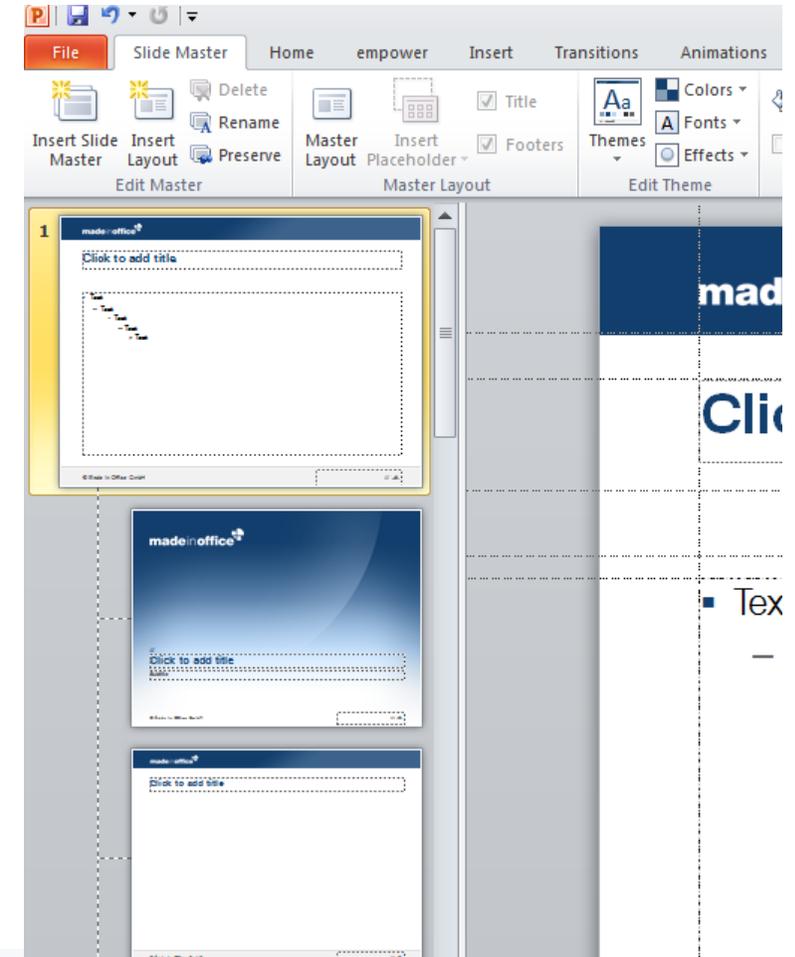
- Change to Slide Master view.
- It is best to delete all layouts you no longer need.
- Now set up new layouts



Differentiate content from design with good layouts

Defining layouts

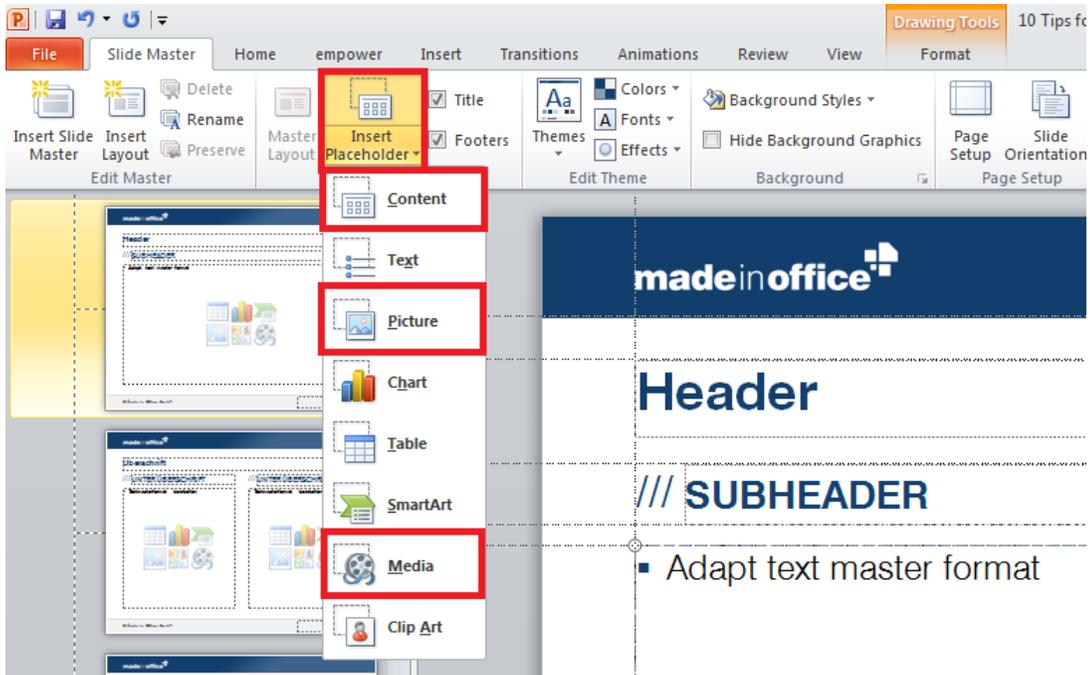
- A master always consists of what is known as a slide master as well as its layouts (indicated as indented slides).
- Always begin formatting the slide master first (top slide), as all changes to title, content and footer placeholders will then be applied to the connected layouts.
- You can then overwrite the “rules” set in the slide master when adapting the individual layouts, should they require different formatting.



Structure of a Master

Defining layouts

- We recommend you use no more than 2-3 placeholders: “Content” (able to display all kinds of content), “Picture” (to perfectly insert images) and, optionally, “Media” for videos.



IMPORTANT:

If possible, avoid using text placeholders, as they can often lead to undesired changes to formatting that are difficult to deal with.



Using placeholders

Defining layouts

- The title placeholder as well as the footer can be displayed by clicking a checkbox.
- If you wish to display or hide background graphics of the main layout, you can also do so by clicking the checkbox on the right.



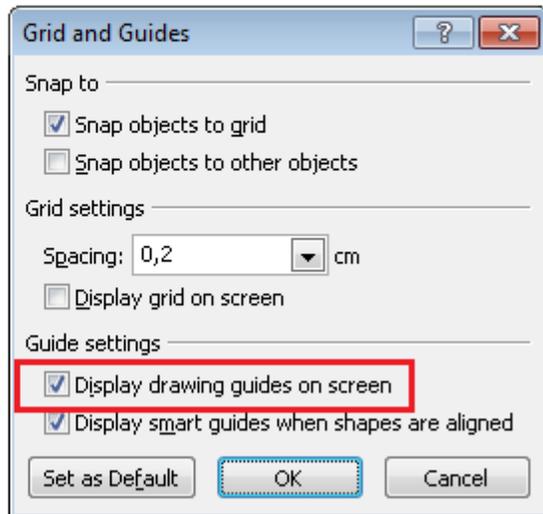
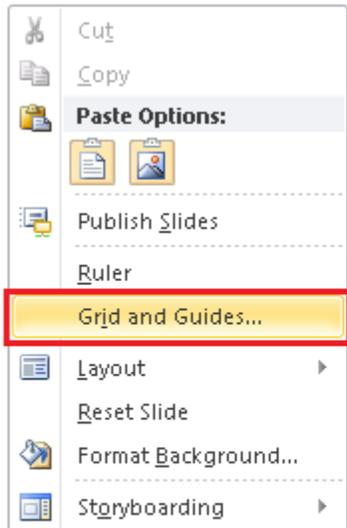
4

Setting guide lines

Display guide lines

Display

- Simply right-click a slide and select the following:



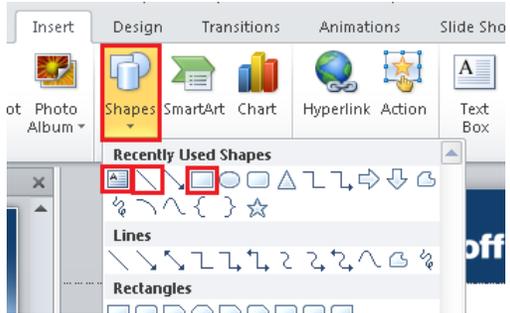
Setting

- Move the guide lines to the desired position with the mouse:
- If you require more lines, click an existing line and move it slightly while holding Ctrl (or Strg). Release the mouse button. A further guide line has been inserted without repositioning the old line.
- Should you want to remove a line, simply click it and move it out of the range of the slide.
- To place a guide line at an exact location you can hold the Alt button to move it more accurately.

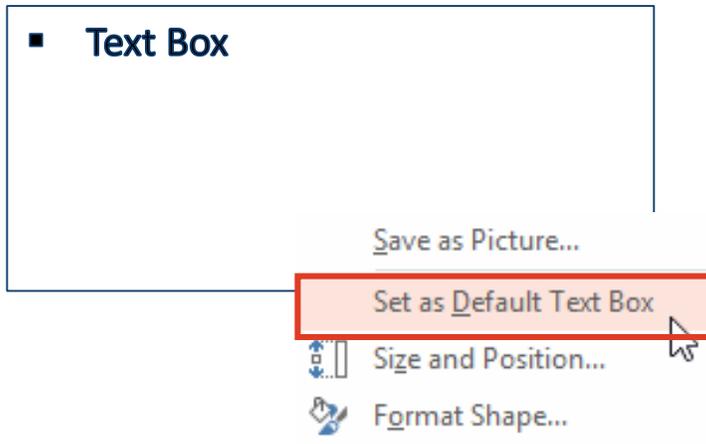
5

Setting standard elements

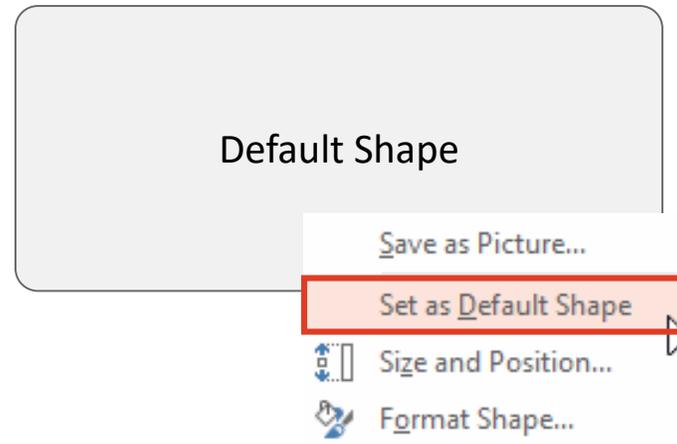
Defining standard elements



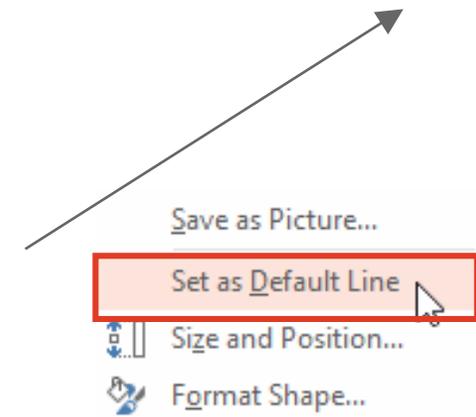
/// TEXT BOX



/// DEFAULT SHAPE



LINE

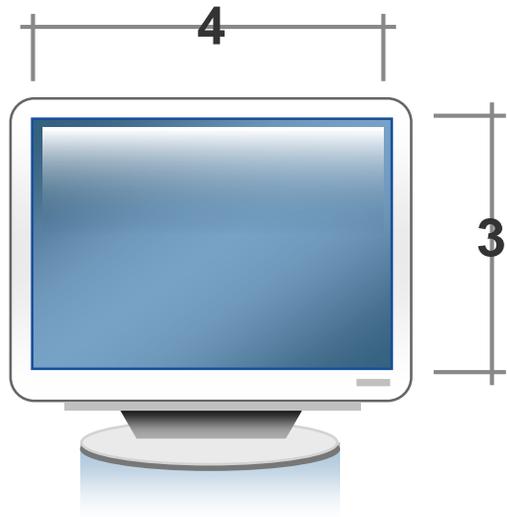


6

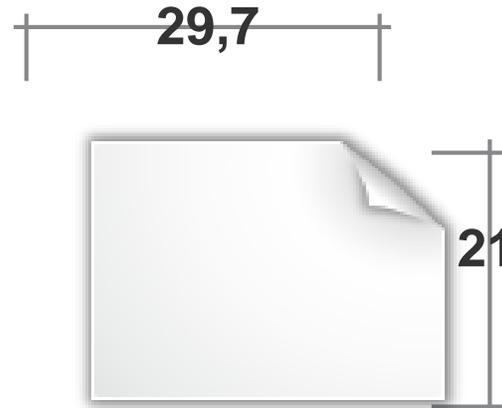
Selecting aspect ratio

Choosing the correct aspect ratio

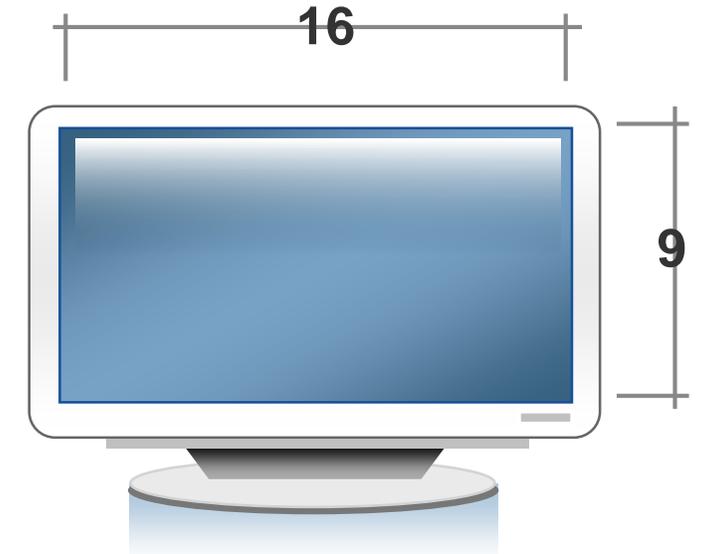
Which aspect ratio is right for you?



Older monitors and projectors (4:3)



DIN A4 (14:10)



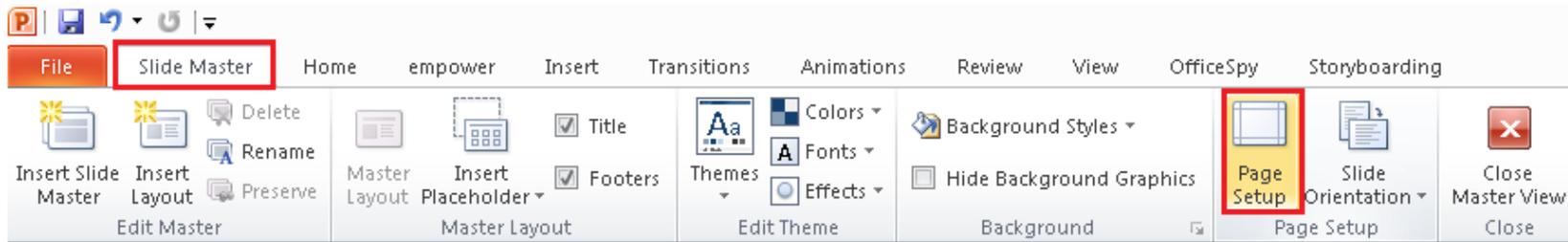
Plasma and LCD monitors (16:9)



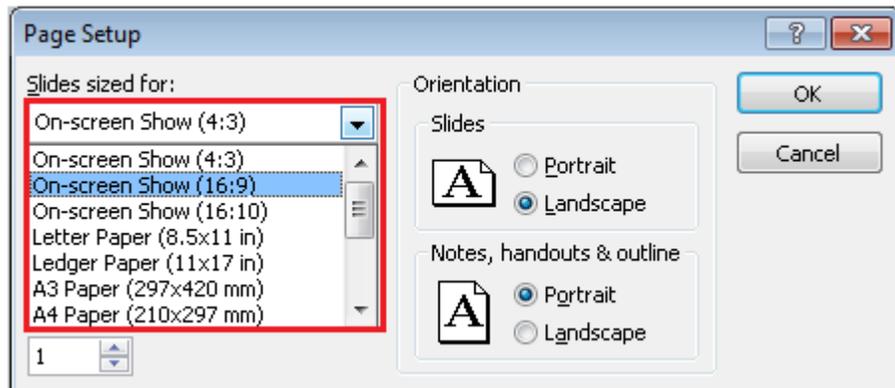
Try to anticipate which medium will primarily be used to display presentations. If you are unsure you can always create two master templates.

Setting the aspect ratio

- Change to Slide Master view and click here:



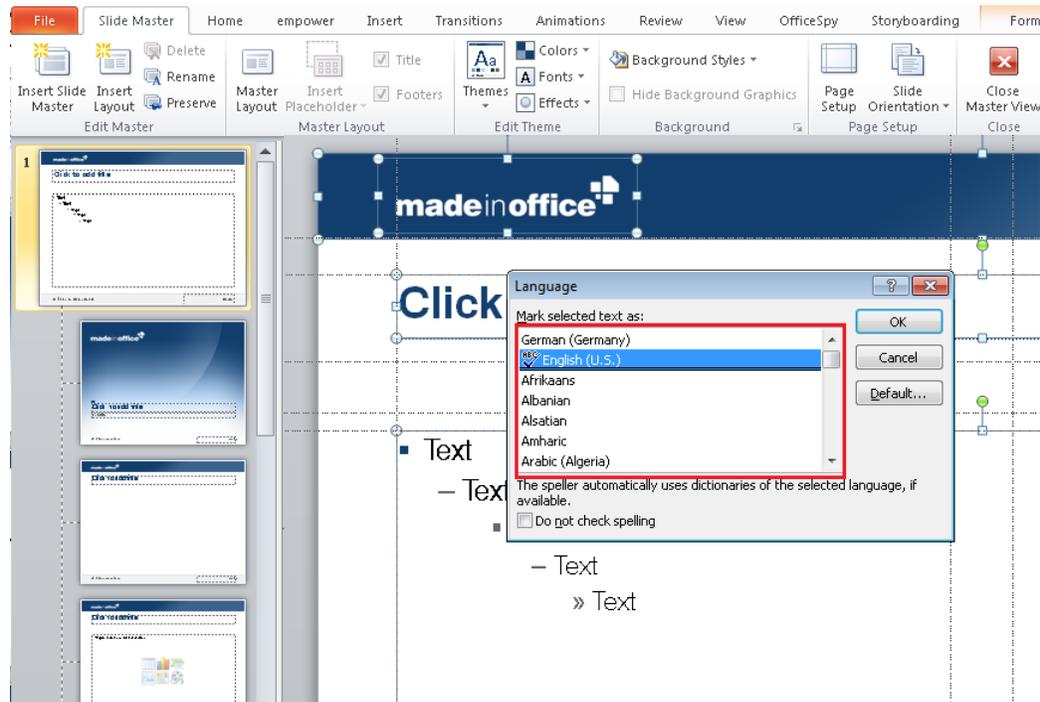
- Select the desired aspect ratio:



7

Setting the language

- Change to Slide Master view and select the placeholders of all layouts. Afterward, click on the language in the bottom left (typically this would be either English or German):



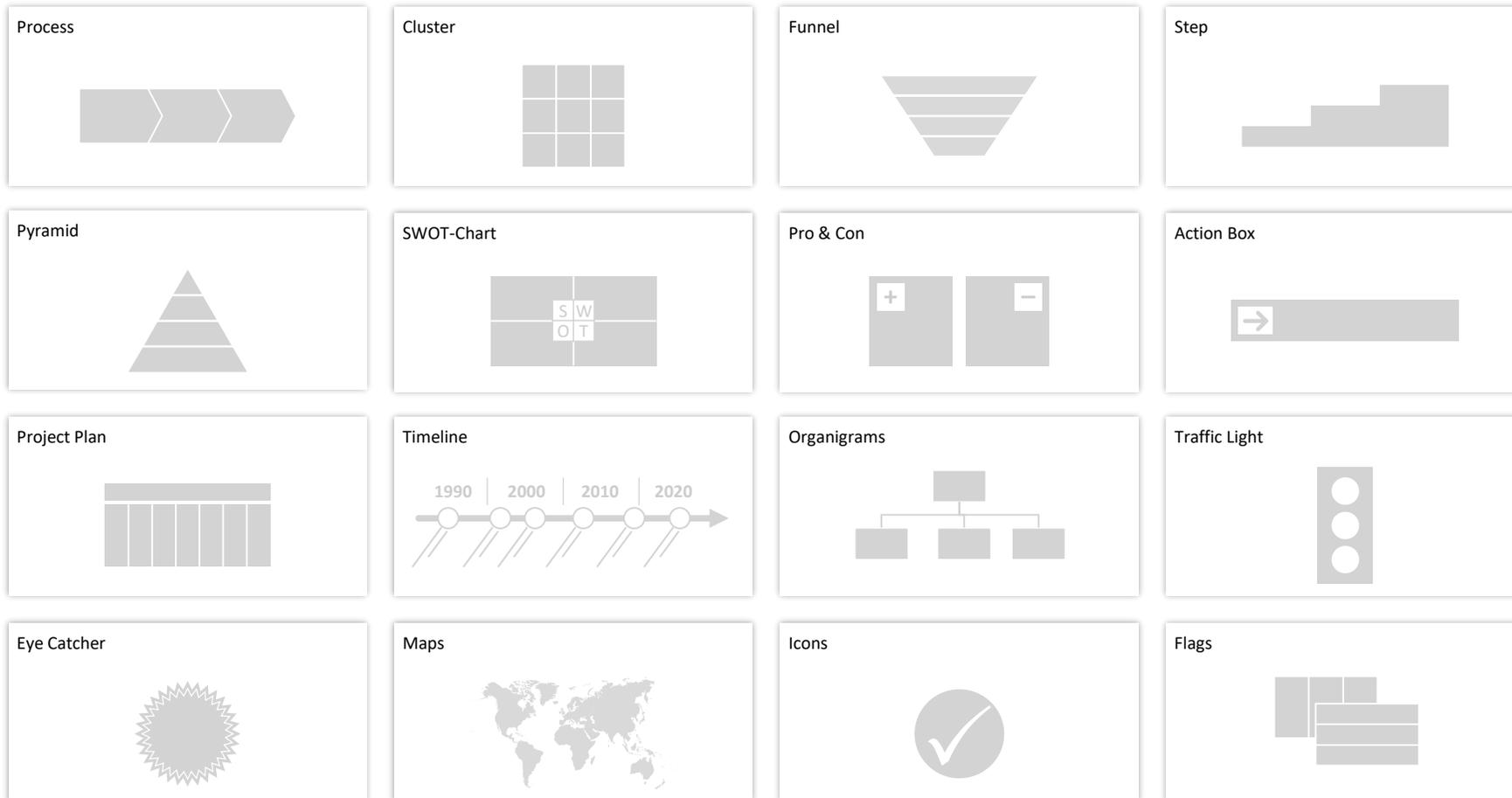
ensure the correct review of your language

8

Provide a slide collection

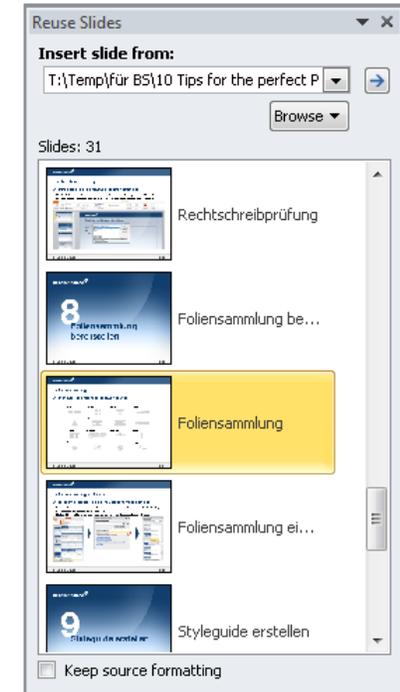
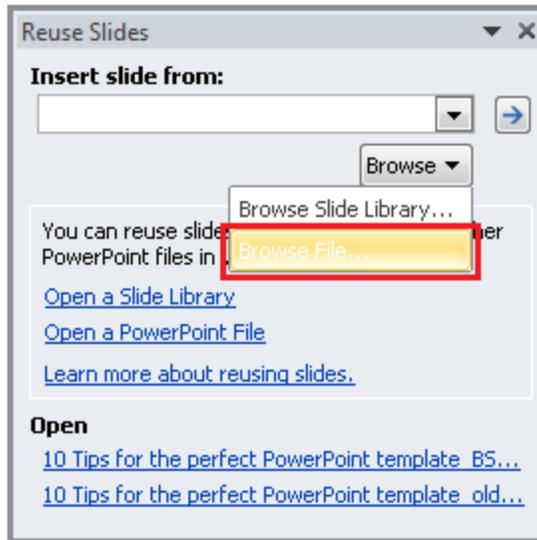
Slide collection

Create professional templates



Insert a slide group

- Create a separate PowerPoint file based on your new master template and create as many slide templates as required.
- Click here to display them on the right:



Easily include slide in PowerPoint

9

Create a style guide

Create a style guide

- In a PowerPoint presentation describe the most important functions of PowerPoint and your template.
- Typically, the following is included:
 - General rules (e.g. all slides contain an action title, headers are only as short as a single line, etc.)
 - Skillful use of layouts
 - Footer settings
 - Use of chart templates
 - Turning on guide lines

Formatting the footer

- Do the following to change the footer's presentation title, date, and slide number:
 - Click on the "Insert" tab > "Header & Footer"
 - Set the create date: do not have it update automatically!
 - Click "Apply to All"
- Footer and references
 - This is displayed in a separate text placeholder

Example

The screenshot shows the 'Header and Footer' dialog box with the following settings:

- Slide** (selected tab)
- Include on slide:**
 - Date and time**
 - Update automatically**
 - Date: 6/22/2017
 - Language: English (U.S.)
 - Calendar type: Western
 - Fixed**
 - Date: 6/22/2017
- Slide number**
- Footer**
 - © Made in Office GmbH
- Don't show on title slide**

Buttons: Apply to All, Apply, Cancel

Preview: A slide with a footer area indicated by a dashed box.

10

Template distribution

Distributing templates

Template upon startup

- In order to open your new template upon each startup of PowerPoint, please do the following:
- Save the completed template with the following filename: blank.potx (the correct notation is essential!)
- Go to the Windows Explorer.
- Enter the following into the address bar, then press Enter:

%AppData%\Microsoft\Templates

- Insert the blank.potx file into this folder (you may need to overwrite the existing file).
- From now on your template will be opened every time PowerPoint is started.

Central distribution

- In order for your colleagues to access your templates and charts it is advisable to contact your IT (for smaller companies a short instruction together with the required files should suffice).
- Your chart templates are saved in this location:

%AppData%\Microsoft\Templates\Charts

- Insert all the files, incl. Your Blank.potx file and make them available to your colleagues.
- Via software distribution your IT has the ability to share your charts to all computers at a push of a button.

Contact

We gladly support you in all aspects regarding PowerPoint:

- Creating templates
- Template design
- Creating slide collections
- Development of style guides
- Supply of our CSM software empower

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Email: empower@madeinoffice.com

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