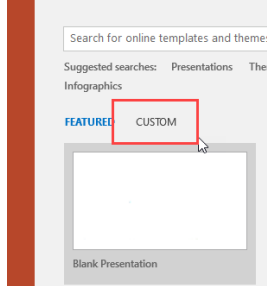
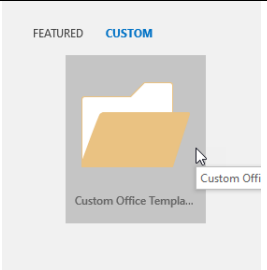
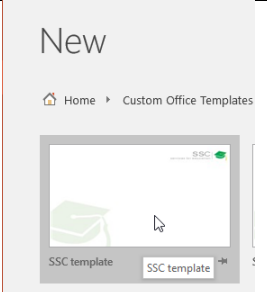


## How to Use the SSC PowerPoint Template

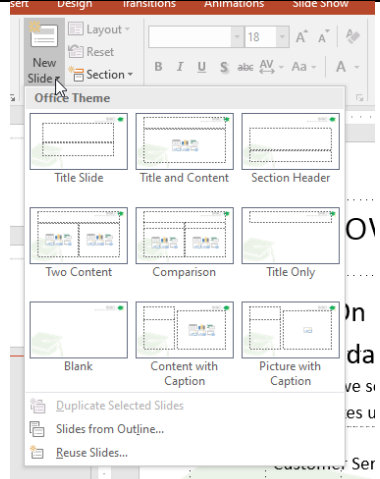
*These steps will save the template to be accessible in PowerPoint application*

- Open <https://ssc.tamu.edu>
- Click on Training at the top of the screen
- Open the Other Resources folder
- Open the PowerPoint Template folder
- Right click on the SSC template.potx file
- Choose *Save link as ...*
- In the save box, navigate to Documents\Custom Office Templates
- Click Save

### Start the Presentation

<ul style="list-style-type: none"> <li>• Open PowerPoint</li> </ul>	
<ul style="list-style-type: none"> <li>• On the page to create a Blank Presentation, Click Custom</li> </ul>	 <p>A screenshot of the PowerPoint 'New' screen. At the top, there is a search bar and suggested searches for 'Presentations' and 'Infographics'. Below this, there are two tabs: 'FEATURED' and 'CUSTOM'. The 'CUSTOM' tab is selected and highlighted with a red rectangular box. Below the tabs, there is a preview of a 'Blank Presentation' slide.</p>
<ul style="list-style-type: none"> <li>• Click on Custom Office Templates</li> </ul>	 <p>A screenshot of the PowerPoint 'New' screen, showing the 'CUSTOM' tab selected. Below the tabs, there is a folder icon representing 'Custom Office Templates'. A mouse cursor is hovering over the folder icon, and a tooltip with the text 'Custom Offi' is visible next to it.</p>
<ul style="list-style-type: none"> <li>• Click on SSC template</li> <li>• Click Create on the popup screen</li> </ul>	 <p>A screenshot of the PowerPoint 'New' screen, showing the 'Custom Office Templates' folder selected. Inside the folder, there is a file named 'SSC template'. A mouse cursor is hovering over the file, and a tooltip with the text 'SSC template' is visible next to it.</p>
<p>A new presentation will be created using the formatting of the template. When you SAVE, it will not change the template.</p>	

## I already have a presentation. How do I use the template?

<ul style="list-style-type: none"><li>• Open the existing presentation next to the new presentation.</li><li>• In the new presentation, click New Slide from the Home ribbon.</li><li>• Choose the appropriate layout</li></ul>	
<ul style="list-style-type: none"><li>• Select and copy the text from the original presentation</li><li>• Click in the place holder on the new slide</li><li>• From the Home ribbon choose Paste – Use Destination Theme</li><li>• Repeat for each slide</li></ul>	