

MGV PowerPoint Template Directions

To save the template:

Double-click the link and open the attached PPT template file and click “*save as*” – you may have to “enable editing” first.

Select PowerPoint Template from the dropdown (.potx) and save as mgv_template2019.potx; it will save to a special folder for templates.

Close the template.

To use the template for new PowerPoint:

On the File tab, click New.

Under Available Templates and Themes it may show “Office” and “Personal” – if so, select personal and your MGV Template should be there. Open it. It should open in the master slide view.

Close the Master Slide view and it should be applied to your PPT.

There are multiple layouts available. If you select the drop-down arrow on the new slide button, you’ll see the new layouts.

Important: make sure to save as a PowerPoint Presentation (.PPT) and not as a .potx

To apply it to an existing PowerPoint:

Open the PPT that you want to apply the template to.

Select the Design tab and in the Themes group, click the drop-down arrow. (In 2023, a ribbon of theme images may appear; if so hit the arrow to scroll all the down.)

Click Browse for Themes.

Locate your template from where you saved it; it should automatically bring up the “Custom Office Templates” folder. Select and click Apply.

(Note: Some folks couldn’t find it under the Custom Office Templates C Drive location; it may be hidden for some people. Alternatively, they save the .potx elsewhere and apply it from there. Not recommended but it worked for some.)