

How to Download & Use the ASI Power Point Templates

To Download the Template & Adjust an Existing Presentation _____

1. Open the template file from the ASI website and save it to a convenient location of your choosing.
2. Open the presentation you wish to change.
3. Click on the “Design” tab at the top of your screen.



4. On the far right, click on the “More” arrow. It is a button with a downwards triangle and a straight line above it, as seen below.



5. A drop down menu will appear. Click on “Browse for Themes.” Here, you will be able to select the template you wish to use. The template will be located in the location you originally saved it.
6. Select your desired template and click “Apply.”
7. Depending on the presentation you are applying the template to, not all slides will adjust smoothly. Some slides may require you to change the layout of the slide. To do so, right click on the slide you wish to change, and hold your mouse over “Layout” to reveal the list of available slides. Choose the slide layout you think is best and adjust accordingly.

To Download the Template & Create a New Presentation _____

1. Open the template file from the ASI website and save it to a convenient location of your choosing.
2. Open Power Point.
3. Click the “File” tab at the top of your screen and select “Open” from the menu on the left-hand side.
4. Select the template you wish to use from the N drive. The template will be located in the same place you originally saved it. Open the template and begin building your presentation!