**Shepherd Center PowerPoint Template Instructions**

1. Download the file **shepherd\_template2016.potx** to your computer. Make a copy of the file. Open the copy and under the File menu, select “Save As” and save your new presentation as a PPTX file with a new file name.
2. Insert a New Slide from the top menu.
3. There are two overall layouts with blue and white backgrounds.
4. From the Home tab in the Slides section, select a master page (template) from the Layout drop down menu.
5. You will have to adapt these templates to your content. These templates are meant only as a starting point.
6. Delete the Instructions page when your presentation is complete.