

Application of the UKOPA Standard Overhead Template.

Saving the Attachment as a Design Template:

1. Open the attachment.
2. Select 'file' and 'save as'.
3. Open the dropdown memo in the 'Save as Type' box and select 'Design Template'.

The attachment will now be saved as a standard template in the 'Slide Design Dropdown menu'.

Applying the Template:

1. Open PowerPoint.
3. Select 'Slide Design' and then scroll down to the UKOPA standard template.
4. Select template which will then be displayed on the screen.
5. Additional slides are added by selecting 'new slide' and all will be as per the design of the selected template.