

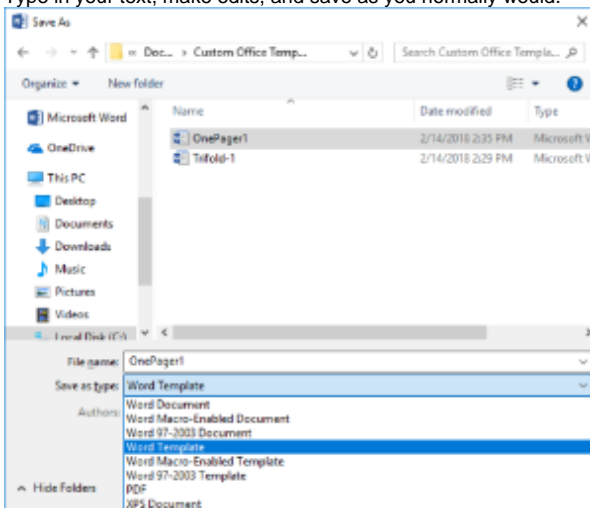
Import Brand Templates

IMC has created templates for Microsoft Word and PowerPoint with the University's branding. You can download those templates and install them to your Office software and make them available for every document you create.

Word

Office 2016 for Windows:

1. Click on the Word link for your desired template at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in Word.
3. Make any necessary changes in the text boxes on the template.
4. When your changes are complete, click on "File – Save As," and then select "Browse."
5. Select a location to save your file: H: or S: drive, OneDrive, C: drive, etc.
6. Give your file a name (you can leave it the same).
7. In the "Save as type" field, select "Word template." Click "Save."
8. To create a new file using the saved template, click on "File," then "New." Select the "Personal" tab at the top (instead of "Featured").
9. Select your template, verify the option for "Create new document" is selected, and click "OK."
10. Type in your text, make edits, and save as you normally would.



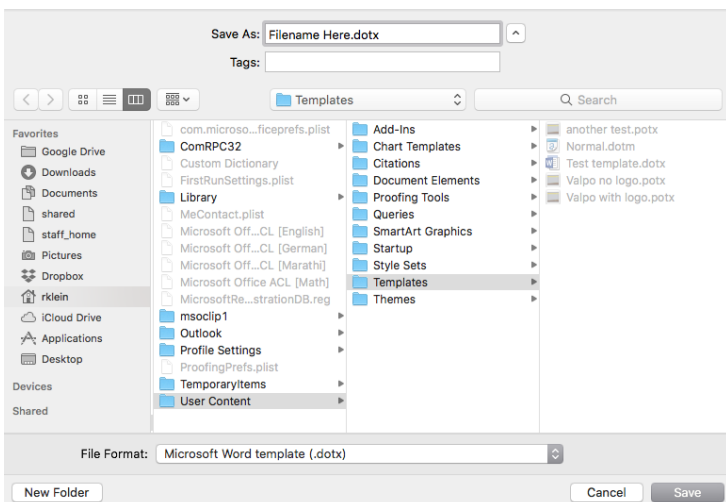
Office 2013 for Windows:

1. Click on the Word link for your desired template at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in Word.
3. Make any necessary changes in the text boxes on the template.
4. When your changes are complete, click "File" then "Save as."
5. Select this location in the navigation menu on the left: Microsoft Word \ Templates
6. Give your file a name (you can leave it the same).
7. In the "Save as type" field, select "Word template." Click "Save."
8. To create a new file using the saved template, click on "File," then "New." Select the "Personal" tab at the top (instead of "Featured").
9. Select your template, verify the option for "Create new document" is selected, and click "OK."
10. Type in your text, make edits, and save as you normally would.

Office 2016 for Mac:

1. Click on the Word link for your desired template at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in Word.
3. Make any necessary changes in the text boxes on the template.
4. When your changes are complete, click "File" then "Save as Template."
5. Give your file a name (you can leave it the same) and select the location to save your template.
6. Verify the "File Format" field is set to "Microsoft Word template (.dotx)" and click "Save."
7. To create a new file using the saved template, click on "File" then "New from Template." Select the "Personal" tab at the top (instead of "Featured").
8. Click on the template you created, then click "Create."

9. Type in your text, make edits, and save as normal.



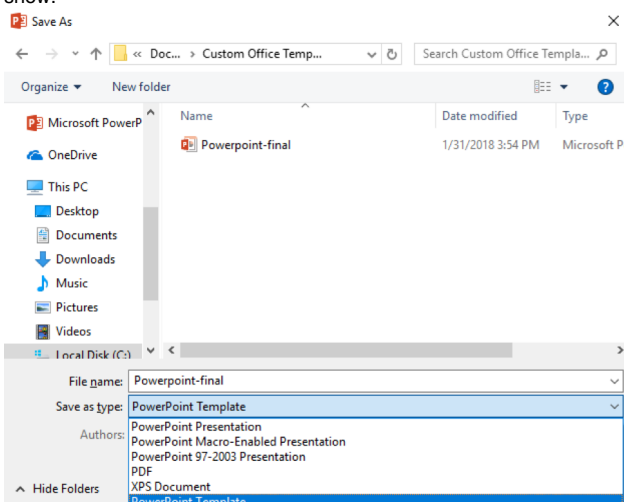
Office 2011 for Mac:

1. Click on the Word link for your desired template at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in Word.
3. Make any necessary changes in the text boxes on the template.
4. When your changes are complete, click "File" then "Save as."
5. Give your file a name (you can leave it the same) and select the location to save your template.
6. Click in the "Format" field and select "Word template (.dotx)." Click "Save."
7. To create a new file using the saved template, click on "File" then "Project Gallery."
8. Click on the template you created, then click "Open a copy."
9. Type in your text, make edits, and save as normal.

PowerPoint

Office 2016 for Windows:

1. Click on the Download link at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in PowerPoint.
3. Click on the File tab, select Save As, and then select Browse.
4. Click the "Save as type:" drop down menu and select "PowerPoint Template."
5. Name the theme and click "Save."
6. The template will now be available as a theme under the Custom option, in the "Custom Office Templates" folder when you create a new slide show.



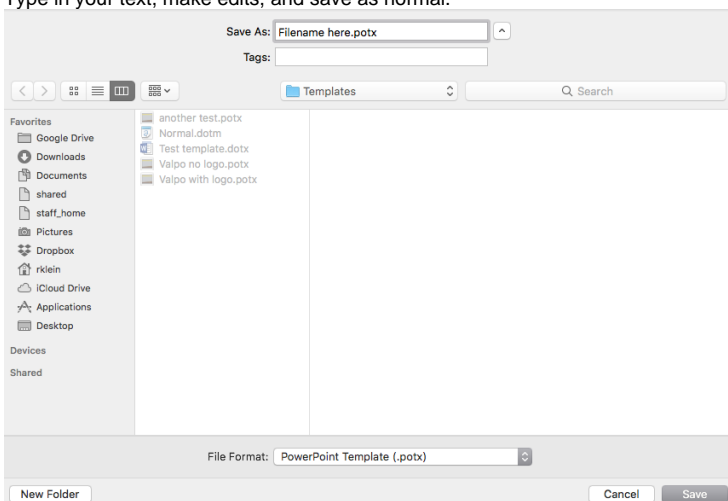
Office 2013 for Windows:

1. Click on the Download link at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in PowerPoint.
3. Click on the View tab and select "Slide Master."

4. Click the "Themes" button and select "Save Current Theme."
5. Name the theme and click "Save."
6. The template will now be available as a theme whenever you are creating a new slide show.

Office 2016 for Mac:

1. Click on the Download link at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in PowerPoint.
3. Make any necessary changes in the text boxes on the template.
4. When your changes are complete, click "File" then "Save as Template."
5. Give your file a name. Verify the "File Format" field is set to "PowerPoint Template (.potx)." Click "Save." The file is now saved as a template on your local computer.
6. To create a new slide show using the saved template, click on "File" then "New from Template." Select the "Personal" tab at the top (instead of "Featured").
7. Click on the template you created, then click "Create."
8. Type in your text, make edits, and save as normal.



Office 2011 for Mac:

1. Click on the Download link at valpo.edu/brand/templates/mkg-materials/ to download it.
2. Open the template in PowerPoint.
3. Click on "File" then "Master" then "Slide Master."
4. Click on the Themes tab and select "Save Theme."
5. Name the theme and click "Save."
6. The template will now be available as a theme whenever you are creating a new slide show.



Still need help?

For additional assistance, contact the [IT Help Desk](#).

Related articles

- [Microsoft Remote Desktop Connection](#)
- [Connect Network Drives on a PC](#)
- [Use VPN on Windows 10](#)
- [Use the SPSS 25 Remote App Via Mac](#)
- [FAQ - Office 365](#)