

Apply the New EMCORE Widescreen Powerpoint Template/Theme to Your Existing Presentation

In versions of PowerPoint earlier than Microsoft Office PowerPoint 2007, you applied a design template to change the look of your presentation. In Office PowerPoint 2007 and later, if you want to change elements such as the types and sizes of bullets, background design and fill colors, and placeholder sizes and positions, you apply a theme to achieve the same result.

Steps

1. Download New_EMCORE_Powerpoint_Template_Widescreen.potx from <http://brand.emcore.com>
2. Download New_EMCORE_Powerpoint_Template_Widescreen-Theme.thmx from <http://brand.emcore.com>
3. Save the above files in the same folder on your computer
4. Open your existing presentation

The New EMCORE Powerpoint Template is in Widescreen 16:9 aspect ratio which is more compatible with EMCORE laptops and today's HDTVs, so you will need to change your old presentation to Widescreen. Here is how:

- Select Design Tab and go to the right and choose Slide Size and Choose Widescreen (16:9)

Now to apply a new EMCORE Powerpoint Template theme that you previously saved:

- 1) On the Design tab, in the Themes group, click More Down Arrow .



- 2) Click Browse for Themes, and then locate and select the New_EMCORE_Powerpoint_Template_Widescreen-Theme.thmx where you saved to your computer and hit Apply

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- 3) This above process may not be perfect and your presentation may still have some of the old template elements, so you will probably need to do these additional following steps to remove the old EMCORE template graphics to reveal the new ones:
 - a) Click the View tab and choose Slide Master
 - b) On the top Master click the old EMCORE template graphics including the top blue header, middle white background and bottom blue footer and Delete
 - i) Also Select and Delete the EMCORE Proprietary Information on the lower right corner. In the new template this is now located on the left
 - c) If there are any other Master Slides in the left pane showing the old dark blue EMCORE template elements Select and Delete those graphics
 - d) Go to View tab back up top and Select Normal
 - e) This should now reveal all the New EMCORE Powerpoint Template design elements, however you may need to Insert a new Title Slide if a blank gray background slide is still appearing. Steps:
 - i) Go to Insert Tab
 - ii) Select Insert New Slide, Title Slide from the Pull-Down Menu
 - f) Delete the old title slide from the left pane that may still be appearing