

5 simple steps to using the new valantic PowerPoint templates

1

Delete the old valantic PowerPoint templates.

This will do not harm to any presentation which is basing on these old templates. They will remain unchanged and will also not be updated when re-opens.

2

Save the new PowerPoint templates.

Store .thmx files here:

C:\Users\[YourUser]\
AppData\
Roaming\
Microsoft\
Templates\
Document Themes

You are using a Mac? Than have a look at the PowerPoint manual to learn how to save the templates correctly on your Mac.

3

Save the PowerPoint chart designs.*

Store .crtx files here:

C:\Users\[YourUser]\AppData\
Roaming\
Microsoft\
Templates\
Charts

* This step is only necessary if you didn't store those files in the past.

4

Save the sample files locally.

Save the sample slides locally so that you have easy and fast access to them. You can load single slides via "reuse slide" into your presentation. So, use the sample slides as prefilled templates or as an inspiration.

5

Refresh your know-how.

Have a look at the PowerPoint manual and check out the cool features of this smart PowerPoint template we have created for you.



HAVE FUN