

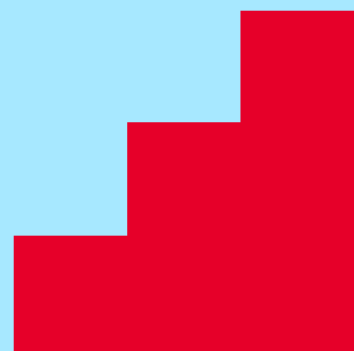


Using PowerPoint templates & themes

August 2019

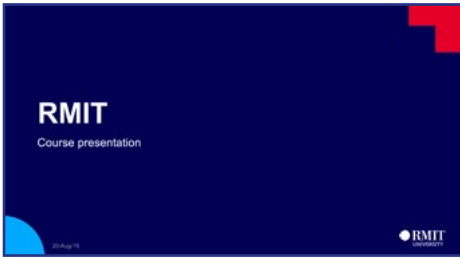
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Template files

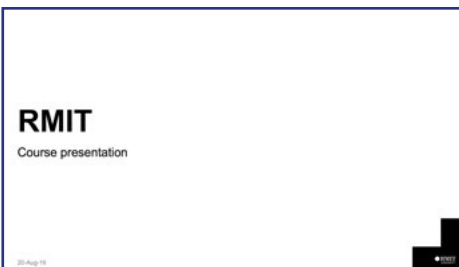
You will find links to RMIT branded PowerPoint template files below:



[RMIT Core look](#)



[Minimal](#)



[Low vision \(grayscale\)](#)

Using a template

If you are creating new content in a blank Powerpoint you can use one of the above templates. First determine if your Powerpoint will be presented on a standard screen or widescreen display. Then determine if your presentation will use the Core look or Pop Look.

Once you open the template file it will create a new blank presentation. Begin adding your content as usual using the RMIT Branded templates. Save off your presentation.

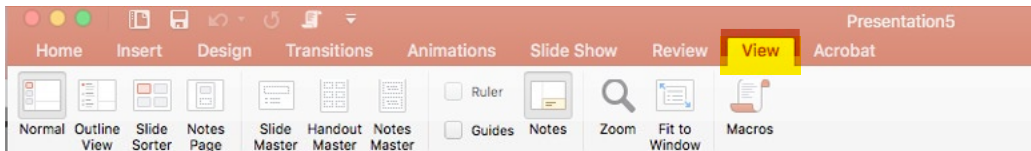
Ensure that you make your Powerpoints accessible by [following the accessibility guide](#).

Saving the Template as a Theme in Powerpoint

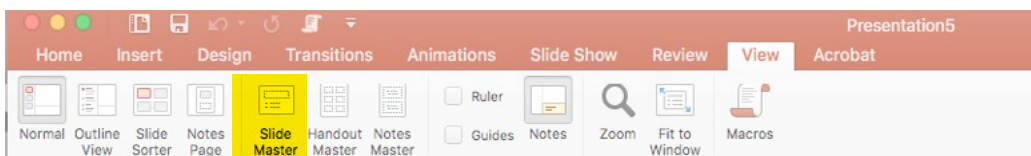
You can save your PowerPoint template as a Theme in order to access and override your existing PowerPoint presentation with the approved RMIT Branded theme.

In order to do this you will need to:

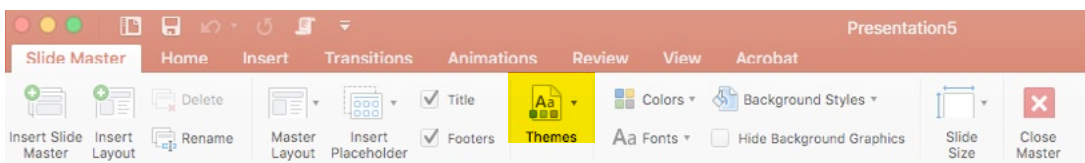
1. Open the blank RMIT Template file (links above)
2. Go to the **View** tab



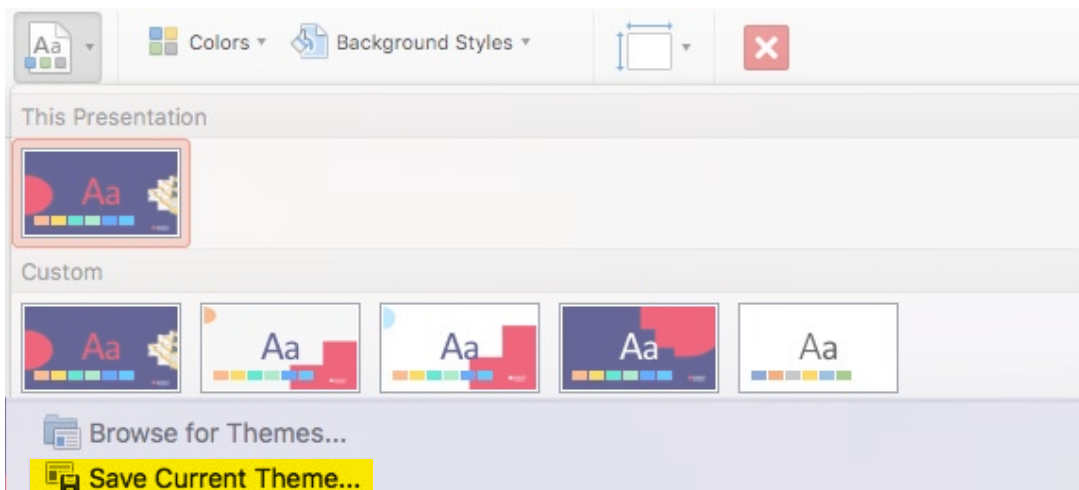
3. Click on **Slide Master**



4. Select **Themes**



5. Choose **'Save current theme'**



This will now be saved into your themes folder as a custom theme to be accessed and applied to your PowerPoint presentations.

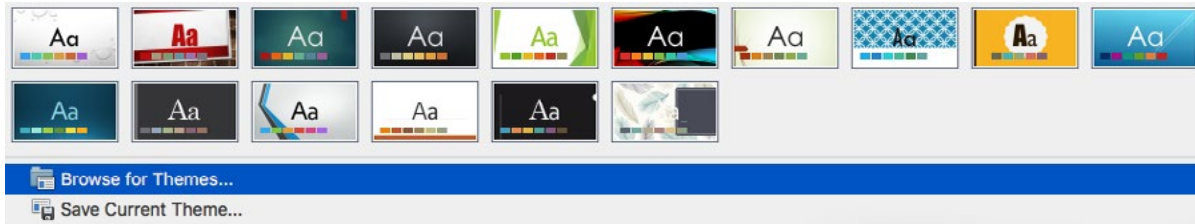
Accessing and implementing your RMIT theme onto an existing Powerpoint

You can either start with a blank PowerPoint file or an existing PowerPoint file.

Click on **Design tab** > select the down arrow for **more options**



Click on **browse more theme**



Locate the RMIT Theme on your saved themes (it should be under custom themes). The RMIT theme should now be applied to your PowerPoint presentation. Tidy up and make adjustments accordingly.

* **NOTE:** Ensure you match the correct screen ratio to the correct theme. Do not use a Widescreen theme on a standard screen presentation (or vice versa) as it will distort the graphics/logos and will not look pleasant or adhere to the brand guidelines.

As mentioned above - the above may differ depending on your operating system and the version of PowerPoint you have. You can [go to the Microsoft Website](#) resource to find the latest and previous version instructions.

Resources

[Applying a template to an existing presentation](#)

[Create and save a PowerPoint template](#)

[Understand the difference between themes and templates](#)

[Microsoft guide to making accessible PowerPoints](#)

[Accessible colour checker](#)

[Colour contrast analyser](#)

[Accessible colour pallet builder](#)

[PowerNotes by Per Mollerup](#)

[Writing descriptive text \(Harvard\)](#)

[WC3 - Writing image description](#)

[Charts and Accessibility - Penn State](#)

[Image descriptor guidelines](#)