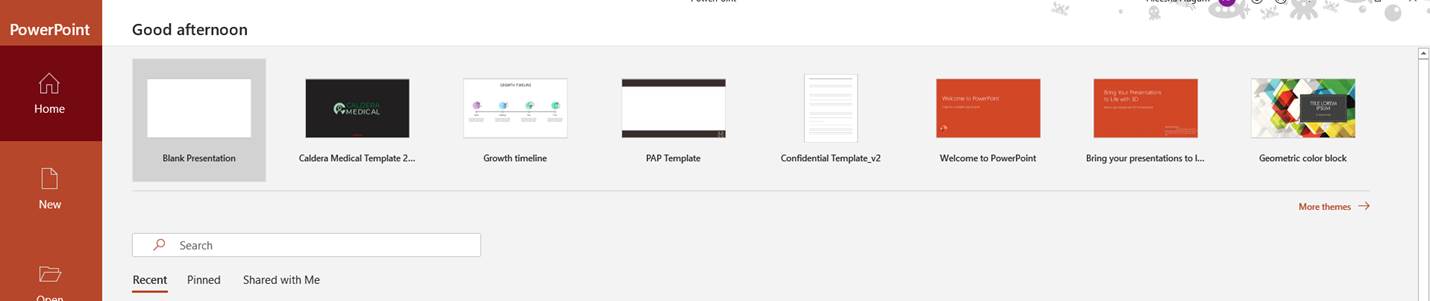
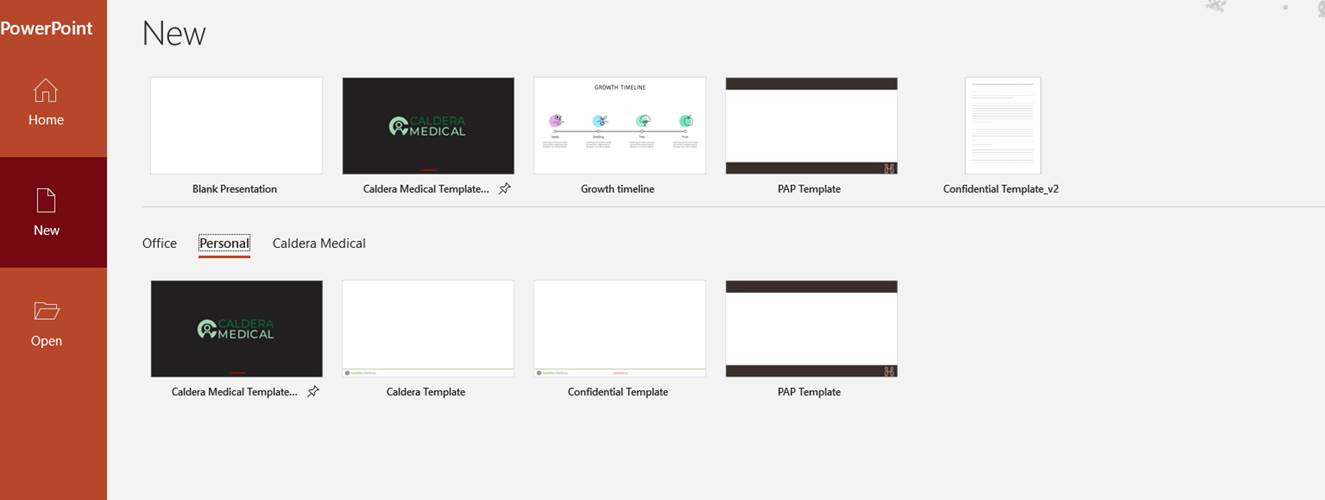
**Setting up a new template in PowerPoint.**

We have created all of the PowerPoint layouts in the attached document, so you will not have to create anything.

1. Right Click attachment and click save as
2. Save under –> This PC -> Documents -> Custom Office Templates
3. Open PowerPoint, click on “More Themes à”



1. Click on Personal, and your custom office templates will appear below



1. Right click the “Caldera Medical Template 2021” and click “Pin to List. This will now allow the template to appear next to your Blank Presentation whenever you open up PowerPoint.
2. When you open the new template and click “Layout”, you will see all the available slides in the new design.

