

Members Editable Template User Guide

How to edit text

To edit text in the template, follow these steps:

1. Start **Microsoft PowerPoint**, and then open a template.
2. Place your cursor over the text you want to edit.
3. Click inside the **Text Box**, and then type the text.

How to delete text

1. Place your cursor over the text you want to edit.
2. Click inside the **Text Box**, highlight the text you want to delete, and then press the **Delete Key** on your keyboard.

How to duplicate a page

1. In the pane on the left, right-click the slide thumbnail that you want to duplicate, and then click **Duplicate Slide**.

How to delete a page

1. In the pane on the left, right-click the slide thumbnail that you want to delete, and then click **Delete Slide**.

How to save a template as a PDF

1. Start **Microsoft PowerPoint**, and then open a template.
2. On the **File** menu, at the top of the screen, click **Save As** and choosing **PDF (*.pdf)** from the **File Format** drop down arrow.

How to print a template

1. On the **File** menu, at the top of the screen, click **Print**.
Choose a **Printer** and settings, then click **Print**.

*Please ensure that you set the **Print Layout** to **Full Page Slides** and then click **Scale to Fit Paper**. Please see below.



How to print double-sided

1. Save the template as a PDF, and save the PDF in a folder.
2. Start **Adobe Acrobat Reader**, and then open the PDF.
3. On the File menu, at the top of the screen, click **Print**.
4. Choose a **Printer** and settings, then click **Print on both sides**, and click Flip on short edge. Please see below.

