

Convert your PowerPoint to the new *Marquette branded template*



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1. Download one of the Marquette PowerPoint templates (either the [Marquette Blue Theme](#) or the [Gradient Theme](#)) off of Canto. We also recommend you download and install the font family [Open Sans](#). This is the new branded font recommended for use with PowerPoint presentations.
 - **Adding a font on a PC:** After you download the font, there are two ways to install it – right click on the file and select “Install” or double-click on the font file and a window will open where there will be an Install button you can click.
 - **Adding a font on a Mac:** After you download the font, double-click on the file. Fontbook will open with a window that has an “Install Font” button.
2. Open the PowerPoint you’d like to convert to the new template and go to the Design tab.
3. Make sure your slideshow is in a widescreen format (16:9). If it’s not, you can change this easily in the Design tab by clicking the dropdown for Slide Size and selecting Widescreen. It will automatically convert all your slides to the right size.
4. Once you know the size is correct, click the dropdown arrow for the themes. On Macs it will appear below the Themes box when you hover on a theme. On PCs it will appear on the right side of the Themes box. Once you click the arrow, select “Browse for Themes...”
5. Go to where you downloaded/saved the Marquette University PowerPoint template and click “Apply” – your PowerPoint should automatically be updated to the new Marquette theme. If it doesn’t automatically get applied, the theme will be manually selectable in the Themes box.
6. A few notes to keep in mind –
 - More than likely all your slides will default to the “Title and Content” layout that will work for most slide designs. If you would like to change the layout of a slide, go to the Home tab and click the Layout dropdown to see the different options. You can also highlight all your slides and do this same thing to apply a new layout to all of them.
 - The fonts in your presentation may or may not convert to Open Sans when you apply the new template. We’ve found if you’ve added new text boxes in your original presentation (text boxes that weren’t part of the template slide you were using), then the fonts may not convert over. Make sure you go through your presentation and update all fonts to Open Sans as needed.
 - If you had a background color that was anything but white in your original slideshow, that color will not change when you apply the new theme. Depending on which layout you choose, you may see that color come through some areas. Make sure you change your slide background color to white if needed by going to the Design tab and clicking Format Background.
 - If there are template elements that got carried over from the template you were originally using and you can’t click and delete them, the element may have been pulled into the Slide Master. To go into the Slide Master, click on the View tab and click the Slide Master button. From there you’ll see the different slide layouts and you should be able to delete any elements that may have gotten pulled in from your original template.
 - If you apply the new Marquette template but nothing changes in your PowerPoint, there may be a chance that the background of your original PowerPoint was an image file with text placed on top. If that’s the case, you should be able to delete the background image, allowing the new template to show through. If you can’t click on it, it may be on the Slide Master. Look at the previous note on how to access the Slide Master.