STANDARD TEMPLATE

OPERATING PROCEDURES

START RIGHT FOR BEST RESULTS

This short document contains a quick set of steps I almost always take when beginning to work with a PowerPoint template for a specific project.

I find the main benefit of performing a few essential tasks (called Standard Operating Procedures or SOP's) helps my workflow progress in a consistent way and also speeds the process of modifying the template content.

Of course, this is just what **I DO** and you should feel free to look for ways of working that suite your style and needs. Don't be afraid to experiment with different processes and make changes as you get more experience working with a larger variety of templates.

STEP-BY-STEP

QUICK STEPS WHEN STARTING A NEW PROJECT FROM TEMPLATE

1. Open template – go to File…**SAVE AS** and Save your template with a **different** name so you do NOT mess up your Master copy!

2. **I** create a directory on my hard drive with the name of my project and Save the working template there to make it easy to find.

3. Open the **Selection Pane** and get a feel for what objects are on slides. I will often make some notes about **how many images and/or text boxes per slide** so I know what content to gather to modify the template.

STEP-BY-STEP

QUICK STEPS WHEN STARTING A NEW PROJECT FROM TEMPLATE

4. **Preview** all slides to see what they do and how they animate. Previewing in Slide Sorter View is handy to see all slides at once and is like a storyboard view.

5. Use the Selection Pane to turn objects on or off to view and/or modify individual assets and to preview individual animations. Don't forget to turn them back on before Exporting!

6. When working with complex slides, Right-click and **DUPLICATE** the slide and then Right-click and HIDE the duplicate slide. This gives you a slide-by-slide backup copy and a reference to use in modifying the main unhidden slide.

STEP-BY-STEP

QUICK STEPS WHEN STARTING A NEW PROJECT FROM TEMPLATE

7. **SAVE early…save often.** For longer more complex projects, it can also be useful to save with different file names that include some kind of "version" number. This way you can go back to a previous version to try different things or as a backup of work done to a certain point in case things go horribly wrong in the deck you are working on.

8. Come up with your own ideas to refine the process and if you have problems, suggestions, tips, or comments, POST them in the PowerPoint Video Facebook Group (just Request to Join first).