

Installing the MHS A Conference Template

You have been supplied the Conference Template, MHS A_Nat_Conf.pot for use with MS PowerPoint 2000, 2002 (XP) or 2003. This template should be used as a design template to provide a consistent background and layout to your PowerPoint presentation for the conference.

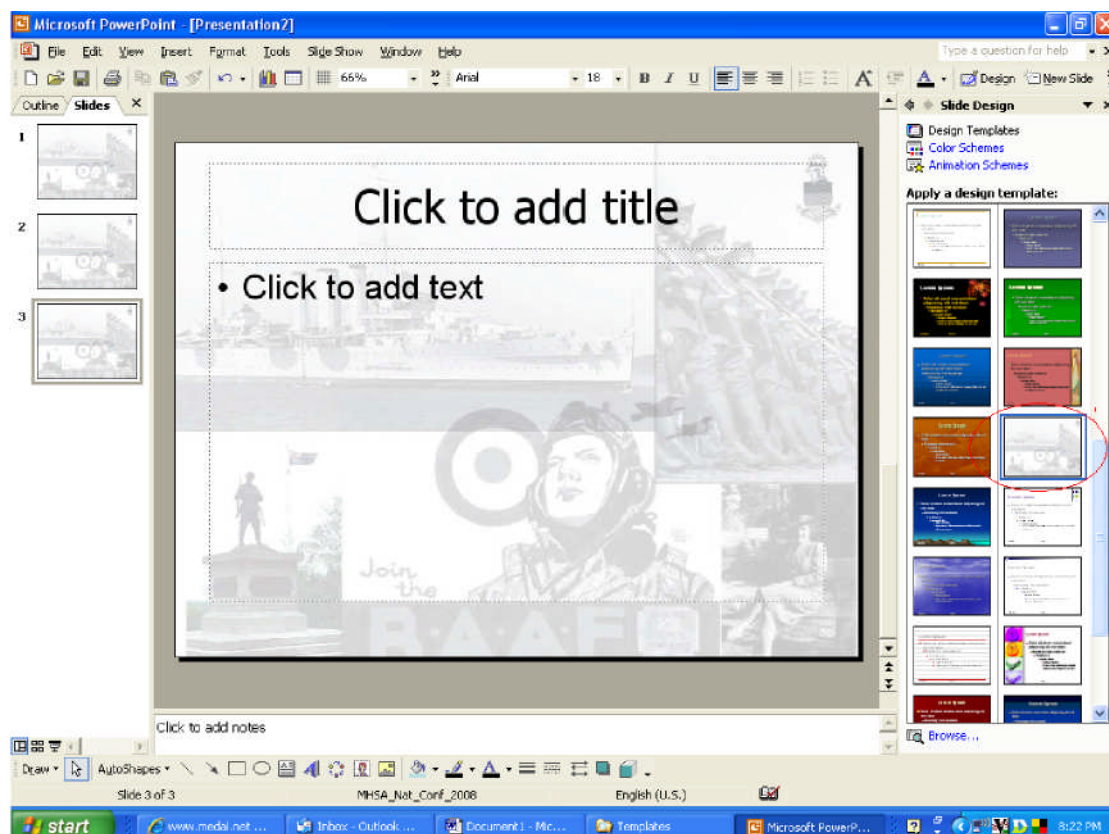
You can download this template file into any folder location on your computer's hard disk drive and use it to create a new PowerPoint file by just double clicking on the .pot template file. However, it is highly recommended that the template is installed in a location that will automatically allow your PowerPoint (PPT) application to access it as a design template when you create your presentation. (Note: downloading may create the file as a normal Powerpoint Presentation file (.ppt). Save it as a template file (.pot))

It is therefore recommended that you place the template in the following location.

C:\Documents and Settings\Your Username or Name of your PC, whichever is appropriate\Application Data\Microsoft\Templates.

(If using a version of Windows earlier than Windows 2000, then the location for templates could be different to the above)

This way the template is visible as a selection with the standard templates within the PowerPoint Application.



Note that the template is available as a selection in the right hand **Slide Design** section, it is circled in red and it appears in the centre of the PPT screen ready for adding text, photos etc.

This short instruction is not designed to teach you how to use PPT, you have your own skills or those of family and friends to assist as well as the Internet to obtain tips and 'how to' ideas. This is simply an instruction on how best to install the template so it is easy to access during the construction of your presentation.

All the best with your endeavors and the MHSA looks forward to seeing you and your presentation in the forthcoming conference.

Note: If you do not have access to MS PowerPoint please contact the Conference Convenor for advice on how we can assist with an alternative method using MSWord. (Refer to contact details on the National Conferences page of the MHSA website)