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## Set default template in powerpoint 2016

The ability to switch templates is one of the biggest features in PowerPoint. In just a few clicks, you can completely alter the look and feel of your entire presentation. Here's how to change the design template for your presentation in PowerPoint 2016 in just a few steps. When you create a presentation file in PowerPoint, choose a blank presentation or specific design template, which defines color schemes and more for all slides in your presentation. However, if after you create the presentation, you decide that the style doesn't work for you, you can apply a different one and quickly change the background, fonts and other slide items. 1. Go to the Design tab and click to expand topics. The presentation must be open. 2. Select one of the available theme templates or navigate to a PowerPoint template that is used on your hard disk. All slides will immediately assume the configuration of the design template you selected. Save your presentation and enjoy your new look. Microsoft PowerPoint allows users to set a custom template as the default when creating a new presentation. This provides a way for users to immediately start building a slide show using a template specially designed for them. Creating a custom template by creating a custom template in PowerPoint is pretty easy. To get started, go ahead and open a blank PowerPoint presentation. You can do this by opening PowerPoint, selecting New in the left pane, and then selecting Blank Layout from the template library. Now, with your blank presentation ready, go ahead and select the orientation and size of the slide, which you can do by choosing the Slide Size option in the Customize group on the Design tab. Once you're done with that, it's time to open The PowerPoint Slide Master, which is where the rest of the customization will take place. To access the slide master, click the View tab, and then select Slide Master in the Master Views group. The slide master will appear in the left pane. Here, you can customize the fonts, headings, colors, location of text box and image, and more. RELATED: How to create a custom template in PowerPoint Once you're satisfied with the settings, save the template and exit PowerPoint. After that, it's time to set it as the default template that PowerPoint opens with. Set a custom template as the default For you to set the custom theme as the default, open PowerPoint, select New in the left pane, and then click the Custom tab. In select the Office Custom Templates option. Custom templates will be displayed. Select the one you want to make the default template. A new window will appear, giving you a preview of the template and some basic information (if you enter any). Click the Create button. Then go to the Design tab and select the More arrow in the Topics group. A list of topics will appear. Right-click the custom theme, and then select Set as Default Theme from the drop-down menu. Now, the time to open PowerPoint, it will automatically start with this theme. I would like to designate MyFile.potx as the default PowerPoint template. How can I do it? I'm using the version that comes with Office 365, and the instructions I found online for other versions of PowerPoint (2013, 2016) don't seem to work. I'm using Windows 10 and I'm not an Office 365 configuration administrator, just a user. For example, when I create a new presentation, there is no Personal or Custom option in my version of PowerPoint: (This is what I see when I follow @harymc's suggestion in its response. It is the bottom of the drop-down menu under the left pane under Design. 'Browse themes'

is at the end.) This article is for IT users and administrators. In the first part, we'll show users how to set up the default template on their computer. In the second part, we will show how IT administrators can implement the default template for PC users through their organization. For Mac users, see the section at the end of this article. The default powerpoint template is a special file. This is the template used to create the blank presentation you see each time you start PowerPoint. In organizations with their own template, it saves a lot of time if this template is presented to users each time PowerPoint starts. Somewhat confusingly, the default template is called blank.potx and resides in the user's document area here: %appdata%\Microsoft\Templates Part %appdata% is an alias (or shortcut) that resolves to a unique user location on each PC. For example: C:\Users\JohnSmith\AppData\Roaming\Microsoft\Templates This special location for blank.potx should not be confused with the separate location for custom templates (personal aliases) that can be the same location or one of these: C:\Users\UserName\Documents\Custom Office Templates Can also be a completely different location as it can be set by the user backstage under File / Options / Options / Save as shown below (for PowerPoint 2016) How users can set the default template Default Template Settings requires two things: The correct file name - default.potx The correct location - %appdata%\Microsoft\Templates To set the default Start PowerPoint template Open the POTX template that you want to set as the default click file / Click the drop-down file type and select PowerPoint Template (\*.potx). This will automatically change the folder location in your Personal Templates folder. DON'T SAVE IT HERE! Now click More Options... (PowerPoint 2016) which will open a file dialog name and replace the file name with %appdata%\Microsoft\Templates and hit return Now you should see a folder containing the blank.potx file you can back up this file by selecting it, pressing Ctrl+C, and then Ctrl+V Click the blank.potx file, and then click the Save button to overwrite the Powerpoint PowerPoint PowerPoint Fence to confirm that your default template has changed the IT administrator deployment of the default template There are several several but by far the easiest thing is to use an xcopy command in a login script file. This is the simplest example: xcopy %myServer\user\Share\myTemplate.potx %AppData%\Microsoft\Templates\blank.potx You can then add command line switches as needed. For example, to delete user interface messages: xcopy %myServer\user\Share\myTemplate.potx %AppData%\Microsoft\Templates\blank.potx /y This can be extended to an enhanced script file that reports the success or failure of the copying process. Copy the following script to a batch file, for example: setDefaultPOTX.bat, changing the serverFile value, and then run it in the user's login sequence: @ECHO OFF REM

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This is a script file to set the default template used when PowerPoint starts. REM Copies a single template from a network share to the correct folder and file on the user's computer. Autor REM : Jamie Garroch de YOUpresent Ltd. REM  
=====  
serverFile=%myServer\user\Share\myTemplate.potx REM No canvis aquest camí o nom de fitxer, ja que és difícil codificar per Microsoft i no es pot canviar SET localFile=%AppData%\Microsoft\Templates\blank.potx @ECHO Configuració de la plantilla de PowerPoint per defecte: @ECHO. @ECHO. %serverFile %@ECHO. @ECHO. %localFile % @ECHO. REM switch /y is used to remove the REM overwrite indicator the /z switch is used to copy in restartable REM network mode for other switches, see vmsv.11.aspx XCOPY %serverFile% %localFile% /y /z @ECHO. IF %ERRORLEVEL% EQU 5 @echo Err 5. A disk write error occurred @echo. An initialization error occurred. There is not enough memory or disk space, or you have entered an invalid drive name or invalid syntax on the command line. IF %ERRORLEVEL% EQU 2 @echo Err 2. The user pressed Ctrl+C to finish the xcopy. IF %ERRORLEVEL% EQU 1 @echo Err 1. No files were found to copy @echo. Things are a little different on the Mac. There is no blank.potx but there is the concept of a default Theme.thmx file. You can create a thmx file by saving the template from PowerPoint 2016(PC) or PowerPoint(mac 2011 but not PowerPoint.mac 2016. Make under File / Save and select the file format from the drop-down format. To set it as the default, save the file to its location based on your version of PowerPoint: %Users\username\Library\Group Containers\UBF8T346G9.Office\User Content\Themes\Default Theme.thmx  
Users\username\Library\Application Support\Microsoft\Office\User Templates\My Themes\Default Theme.thmx Note that, in both cases, access to the OSX Library folder is gained in the Finder by clicking Go from the menu bar while holding down the key alt. Key. Key.

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