

# How to Use the Shelter Cluster Word and PowerPoint Templates

## Why are we using templates?

Templates help us ensure that all documents produced by the Shelter Cluster have a common look and feel. Based on the Shelter Cluster Branding guidelines, the Global Shelter Cluster Team has developed Microsoft Word and Powerpoint Templates that can help you with producing professional looking documents and presentations. These templates already contain built-in rules that define how headlines look, what colours are used in charts etc.. By using templates, you can spend less time worrying about the look of your documents and spend more time on the content.

## Where can I find the templates?

You can download the templates from the Communications and Advocacy section on ShelterCluster.org.

There you will find:

- The Shelter Cluster Branding Guidelines
- This document
- A Word 2007-2013 template
- A Word 97-2003 template
- A PowerPoint 97-2003 template
- A PowerPoint 2007-2013 template

Even though you can open these documents in Word or PowerPoint, they are not Word/PowerPoint *documents* – they are *templates*. This means, you should not open them from your saved them and start writing in them. Instead you should save them in the folder where Microsoft Office stores all templates.

## How do I install the templates?

To install the templates you simply have to save them in the folder where Microsoft Office saves all templates. Unfortunately this location varies depending on both the version of Windows you use and the language version of your Windows. Parts of the location like “Users” for example are localized and might have different names in your language.

The most likely locations where your templates are stored are:

On a PC:

C:\Users\**<user name>**\AppData\Roaming\Microsoft\Templates

C:\Documents and Settings\**<user name>**\Application Data\Microsoft\Templates

On a Mac:

~/Library/Application Support/Microsoft/Office/User Templates/My Templates

## Common problems:

### **1. I cannot see the folder "AppData" when I'm in C:\Users\\**

The folder is probably hidden. Just try adding "AppData" manually to the location in Windows Explorer and hit <Enter>. By entering the name of the folder manually, you should be able to get into the folder, even if you can't see the folder.

### **2. My folder structure is nothing like what you described and I don't know what to do!**

Ask someone for help.

### **3. I don't have time for any of this and I need a solution now!**

Doubleclick on the template that you have downloaded to your computer and save the new document under a new file name. That way you avoid changing the template.

## How do I use the templates?

Once you have installed the templates, using them is easy.

In **Word**, go to File -> New -> My Templates

Select "Shelter Cluster Template V 1 0"

In **PowerPoint**, go to File -> New -> My Templates

Select "Shelter Cluster PowerPoint Template V 1 0"

This might be slightly different, if you use an old Version of Microsoft Office or a Mac.

## How to change the footer in the PowerPoint template

The PowerPoint Template include the Logotype of the Global Shelter Cluster. If you are preparing a presentation in the field you probably want to change the first line of the logotype from "Global Shelter Cluster" to "Shelter Cluster <your country>". To do that, start a new presentation as described above. Then click on "View" -> "Slidemaster", select the first slide and change the text in the footer. This change will be applied to all slides in the presentations. Return to your presentation by clicking "Close Master View".

If you have feedback on the templates or this document, please contact:

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