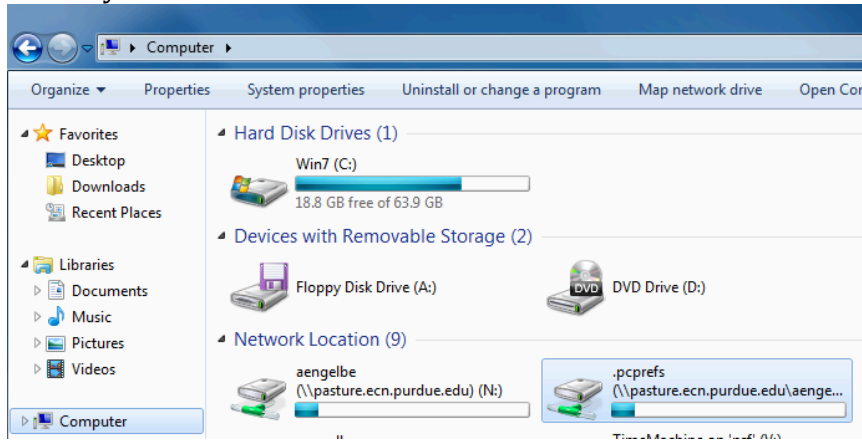
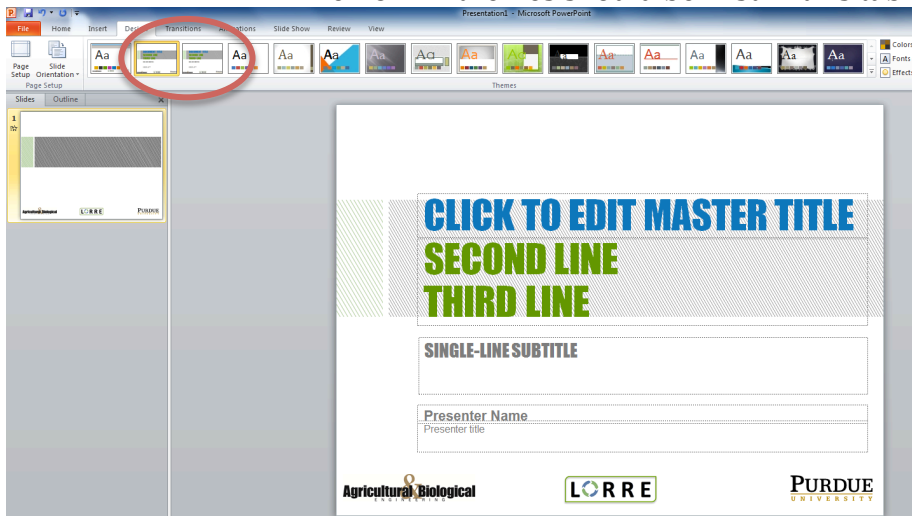


Adding the LORRE Template and Colors to Powerpoint (Windows)

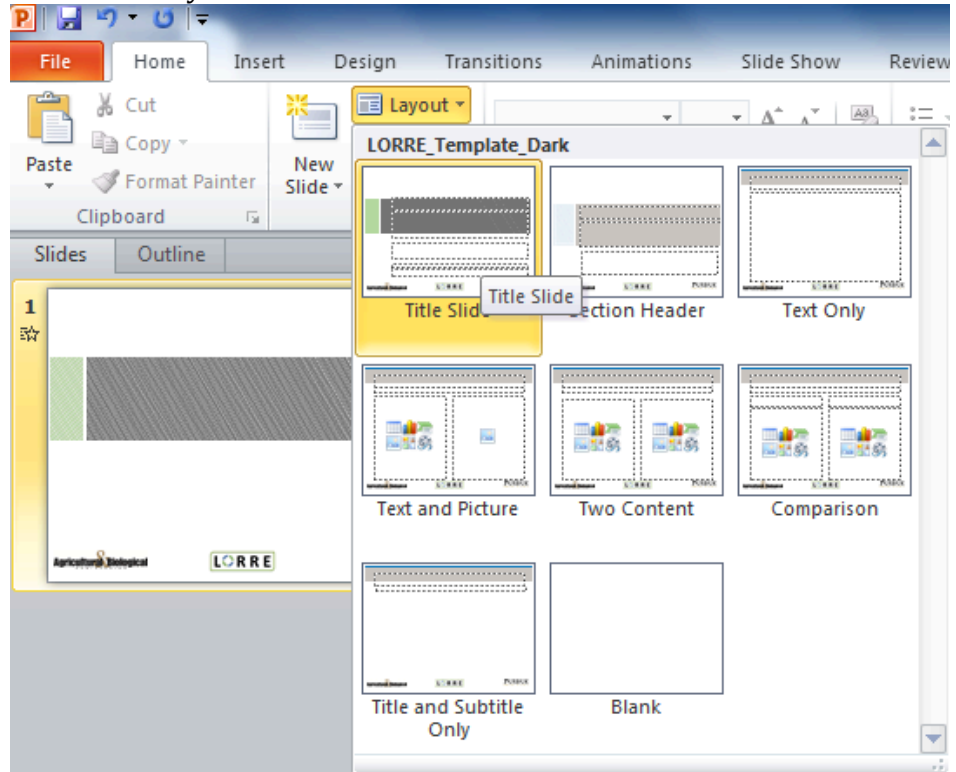
1. Copy the LORRE_Dark and LORRE_Light Microsoft PowerPoint Templates from this e-mail.
 - a. The Dark refers to dark letters in the master and the light refers to white lettering in the slide title of the master
2. Navigate to the Windows explorer and click on your 'Computer'
 - a. Double click on .pcprefs
(\\pasture.ecn.purdue.edu\username\pchome) This is also known as your P: drive.



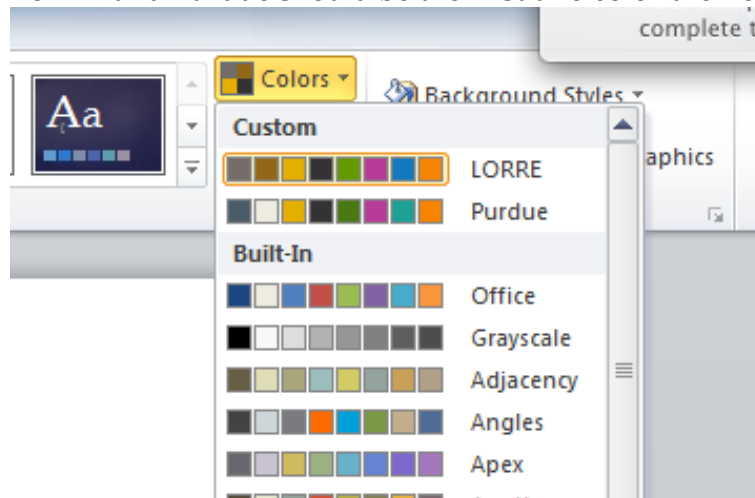
- b. Open the following sequence of folders
 - i. P:\AppData\Microsoft\Templates\Document Themes
 - c. Paste the two Templates in the Document Themes Folder
3. Copy the LORRE and Purdue .xml files from this e-mail
 4. From the Document Themes folder click on Theme Colors
 - a. Paste the two .xml files in the Theme Colors folder
 5. Test that these have been installed correctly
 - a. Open PowerPoint
 - b. Click on the 'Design' tab
 - i. The LORRE themes should be first in this tab



- ii. To get the title slide that is displayed above, go to the Home tab and select Layout>Title Slide



- iii. To check the colors go back to the design tab and select Colors. LORRE and Purdue should be the first two color themes listed.



- iv. The LORRE colors have a slightly different blue and green than the Purdue colors. The Purdue colors were taken directly from the Purdue Marketing and Media Toolkit (<https://marketing.purdue.edu/Toolkit/Design/color.html>)