



[Knowledgebase](#) > [Instructional Resources](#) > [PowerPoint: Saving Templates](#)

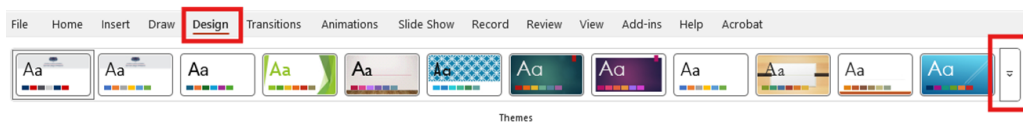
PowerPoint: Saving Templates

Samantha Starr - 2025-06-03 - [Instructional Resources](#)

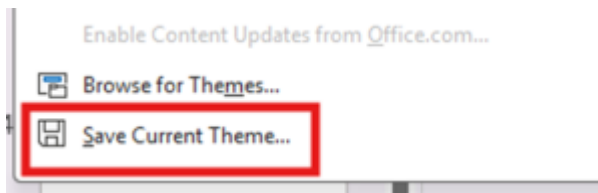
Save a PowerPoint File as a Template

1. Open the PowerPoint file you want to use as a template.
2. Go to the **Design** tab

3. Select the **More** button (down arrow)



4. Select **Save Current Theme**



5. Title the theme and select the file location
6. Click **Save**