



LCG Inc.

Using the LCG Template
and Design Theme
in Microsoft Office



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LCG Template/Design Theme Instructions

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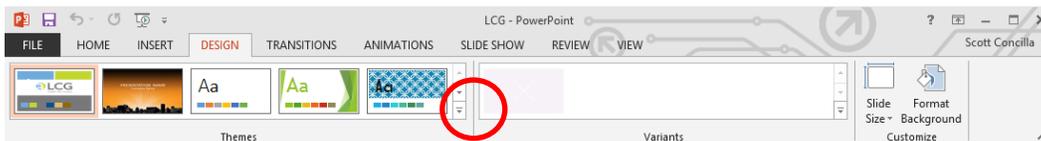
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Working with the LCG Theme

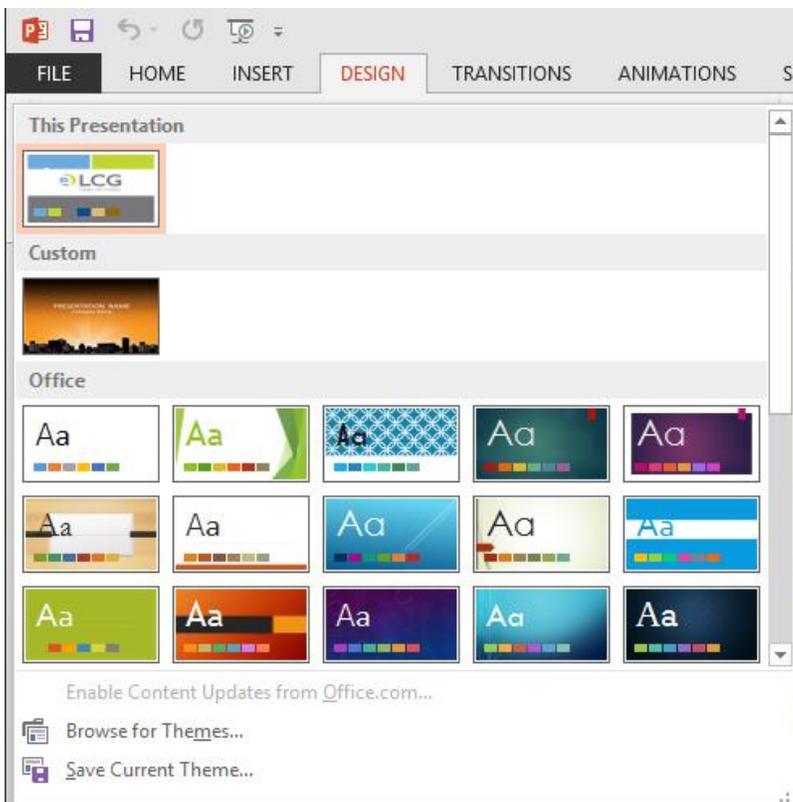
The following are the basic procedures for working with the LCG Theme in Office 2013 and Office 2016. Note that all of the screen captures show Office 2013, but the instructions are the same for both versions of Office.

Installing the LCG Theme into Office

1. Open the LCG (standard).potx or the LCG (widescreen).potx file. It will launch into PowerPoint.
2. Once it is open in PowerPoint, click the **Design** tab.
3. In the bottom right-hand corner of the **Themes** gallery, click the drop-down arrow to open the gallery.

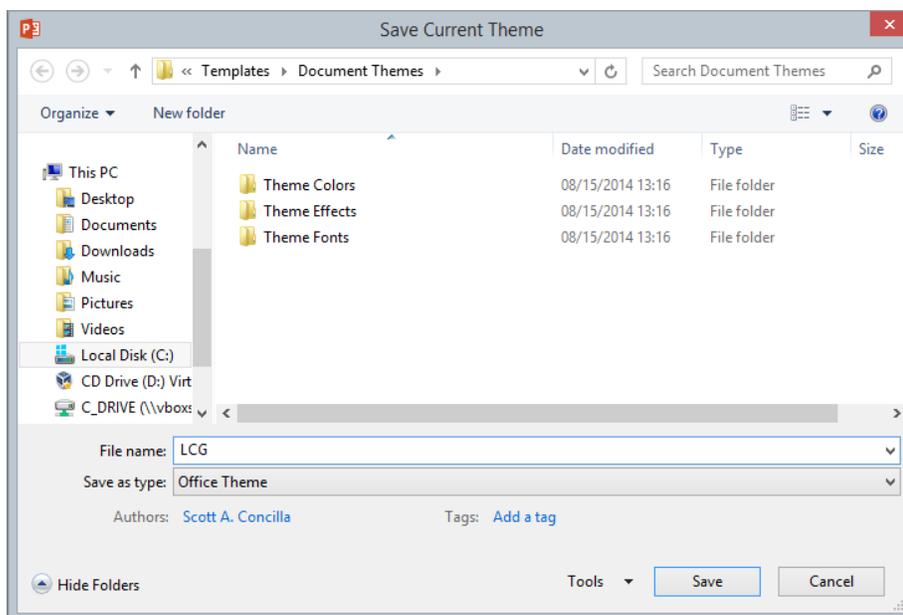


4. Select **Save Current Theme** at the bottom of the gallery.

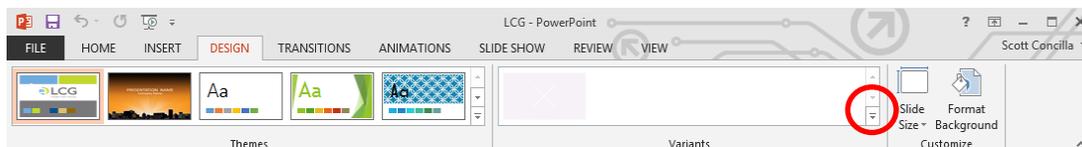


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- When the **Save** dialog box opens, name the file **LCG (standard)** or **LCG (widescreen)** and click **Save**. DO NOT CHANGE THE LOCATION!

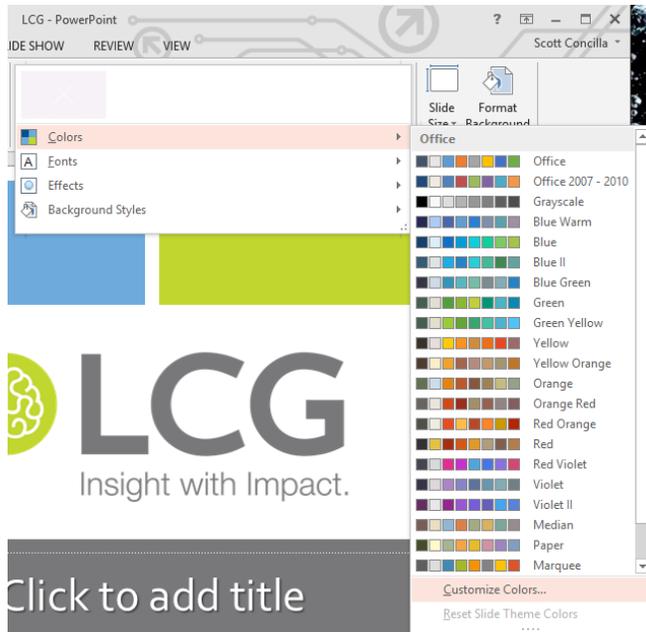


- In the bottom right-hand corner of the **Variants** gallery, click the drop-down arrow to open the menu.

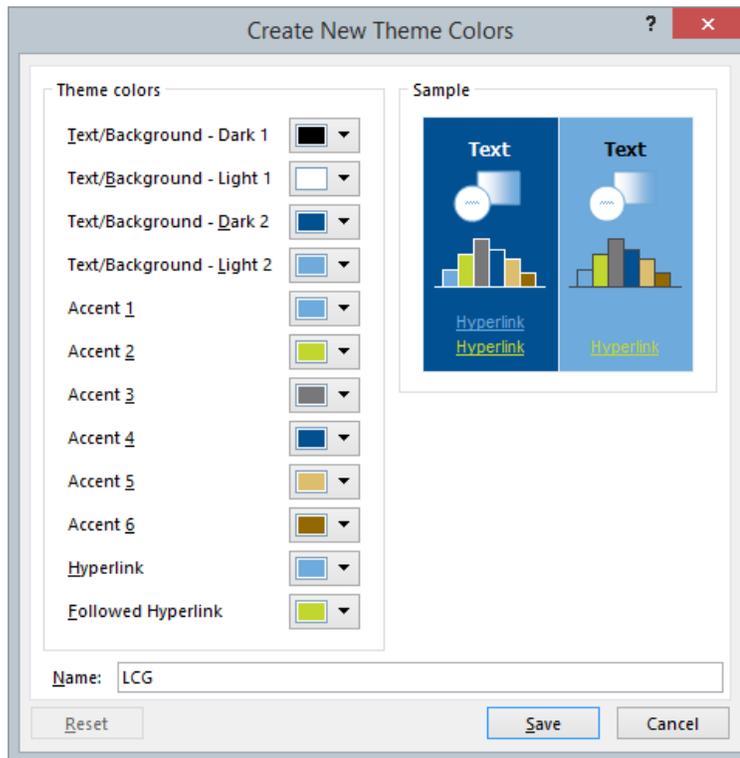


- Hover over the **Colors** option, and select **Customize Colors** at bottom of the submenu.

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8. In the dialog box, name the color set **LCG** and click **Save**. (There is no need to add "standard" or "widescreen" here).



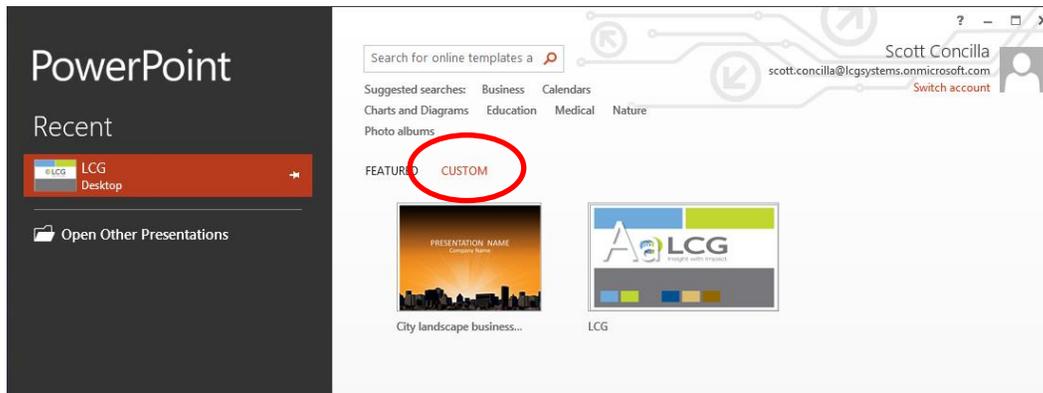
This will now install the template as an Office theme. You can use the color set in all Office programs.

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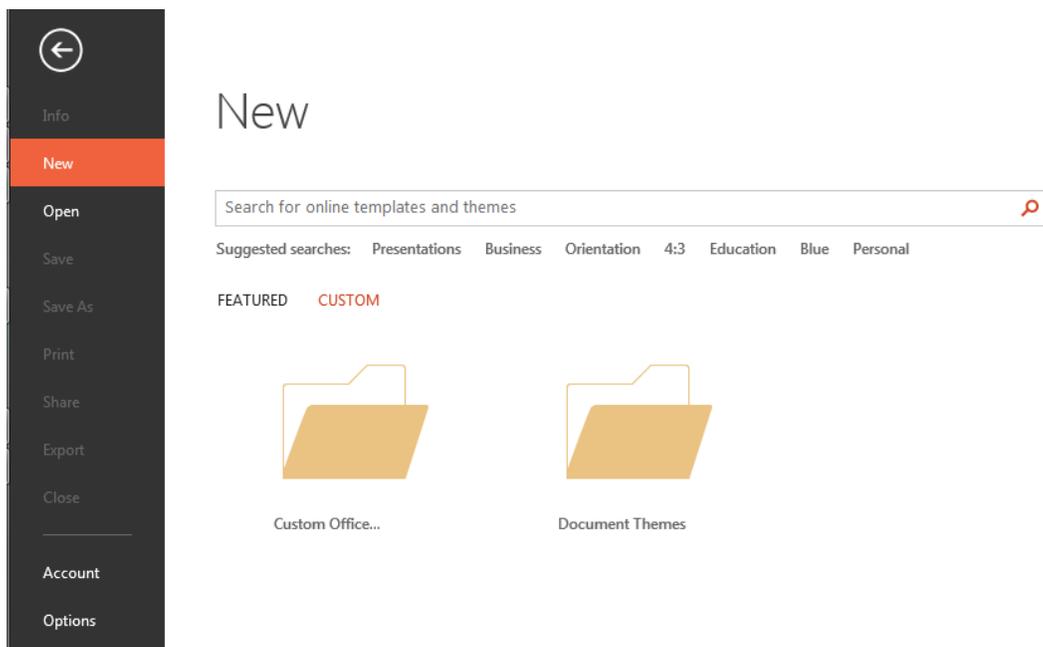
Creating a presentation using the LCG template in PowerPoint

This procedure is only for a new, current presentation. To select this theme as the default for all NEW presentations, see the procedure **Setting the LCG Theme as default in PowerPoint** in the next section.

1. On the PowerPoint start screen, click **Custom**.

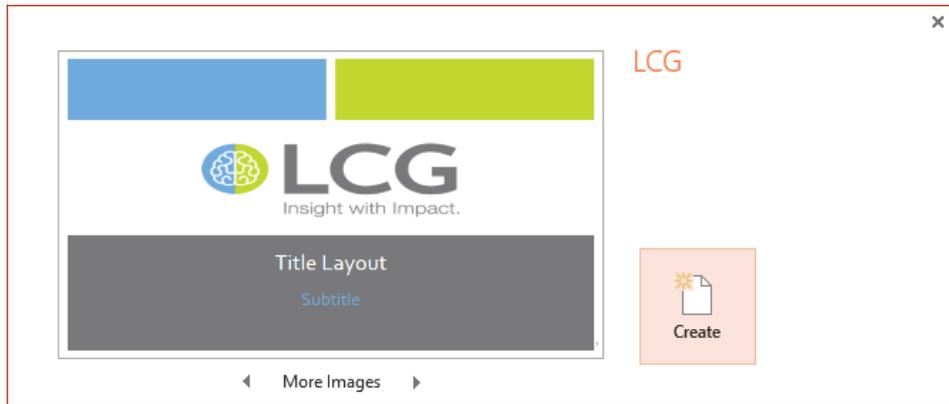


2. You may need to select the **Document Themes** folder.



3. Select either the **LCG (standard)** or **LCG (widescreen)** template.
4. Click **Create**.

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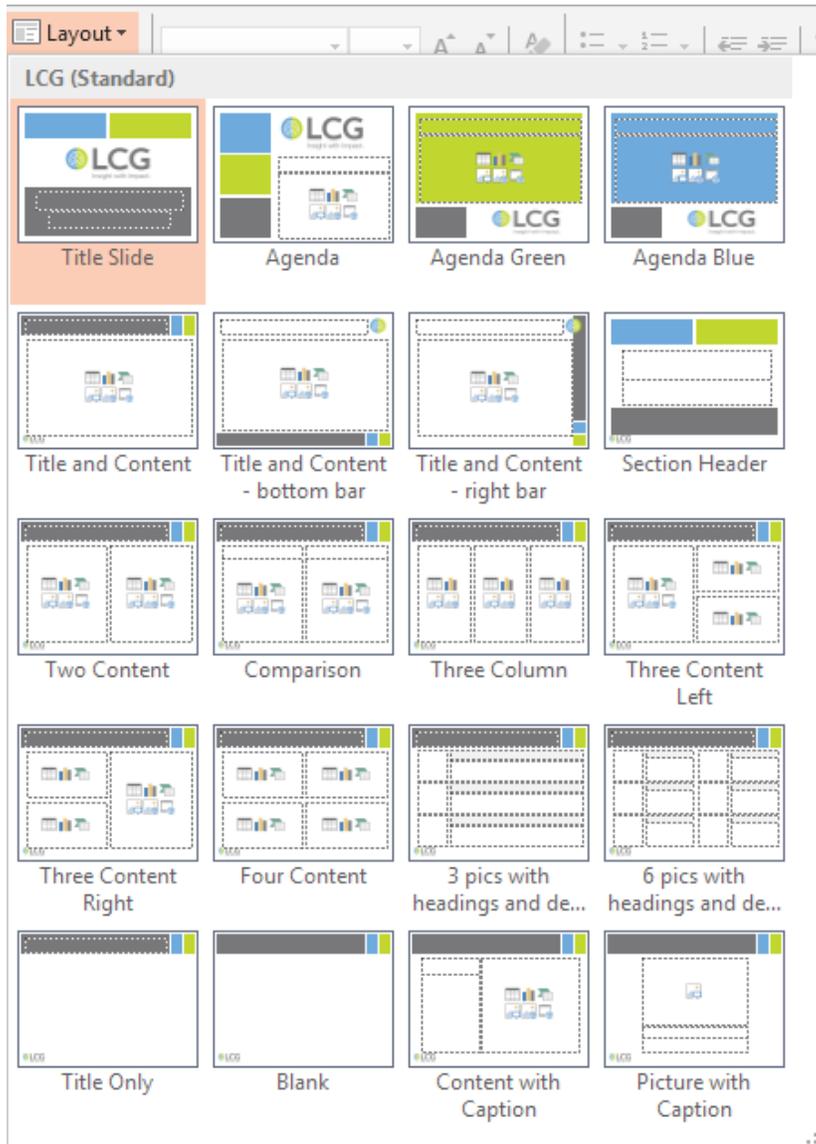


5. If, after you've started to create your presentation, or if you need to change aspect ratios later, please see **Switching between aspect ratios in PowerPoint.**

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Additional layouts available in the LCG Theme

There are several extra layouts built into the template, including three-column bulleted lists, a four-content slide, and other three-content slides. To see the layouts, click the **Home** tab, and in the **Slides** group, click **Layouts**. You will see that there are 20 basic slide layouts.



Several of the layouts are called "Agenda" but in reality, they can be used for anything. The slides are made up of standard content placeholders, and can be used for any content.

Tip: Try to use built-in layouts as much as possible in a presentation. If you need to create a custom slide, it is best to avoid using text boxes because they will not contain the default formats, and do not have the bullet levels built-in. Rather, create a new layout in slide master view and use placeholders for text and objects.

LCG Template/Design Theme Instructions

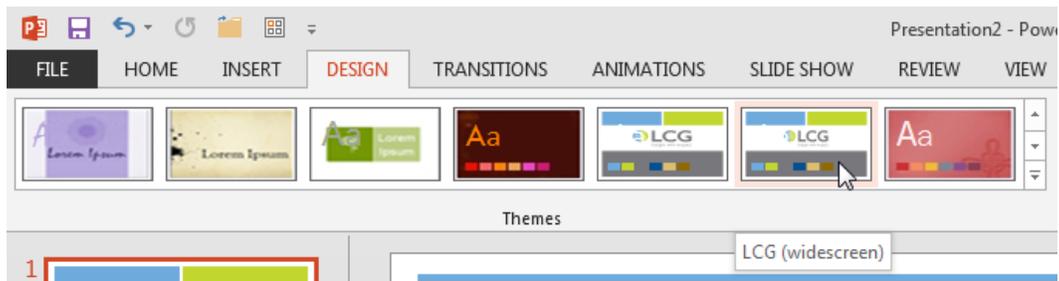
Switching between aspect ratios in PowerPoint

Due to a quirk in how themes were implemented in PowerPoint, it is not easy to switch between aspect ratios (4:3 and 16:9) once you've created a presentation using a custom theme (the themes from Microsoft work just fine when switching between ratios, but custom themes don't).

The following procedures demonstrate how to properly change the aspect ratio when using the LCG Theme.

Switching from standard (4:3) to widescreen (16:9) ratio

1. First, make sure you that have installed BOTH the LCG (standard) and LCG (widescreen) templates as themes.
2. On the **Design** tab, in the **Themes** gallery, select **LCG (widescreen)**.



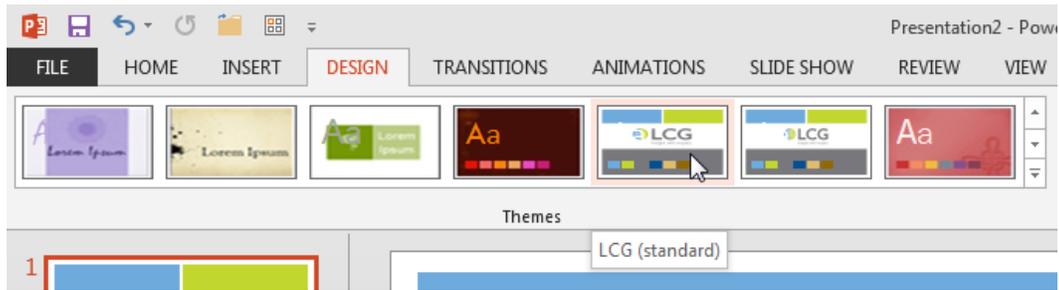
3. On the **Design** tab, in the **Customize** group, click **Slide Size** and select **Widescreen (16:9)**.



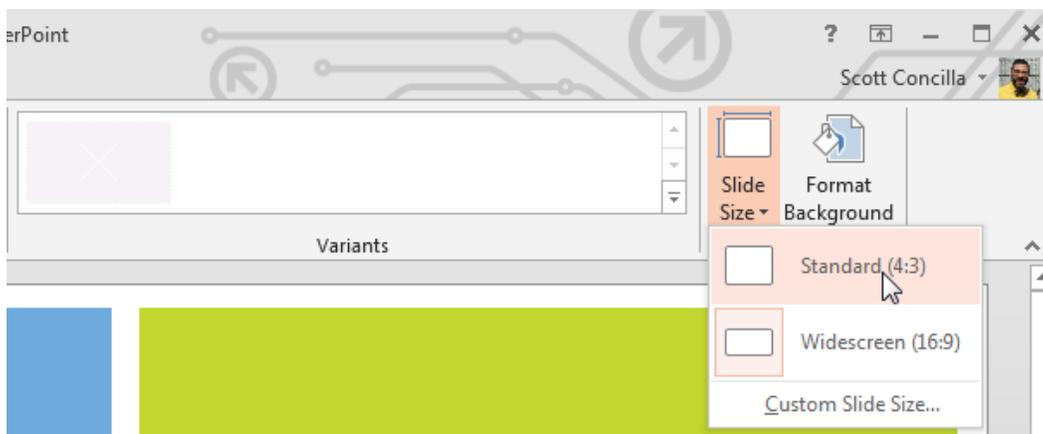
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Switching from widescreen (16:9) to standard (4:3) ratio

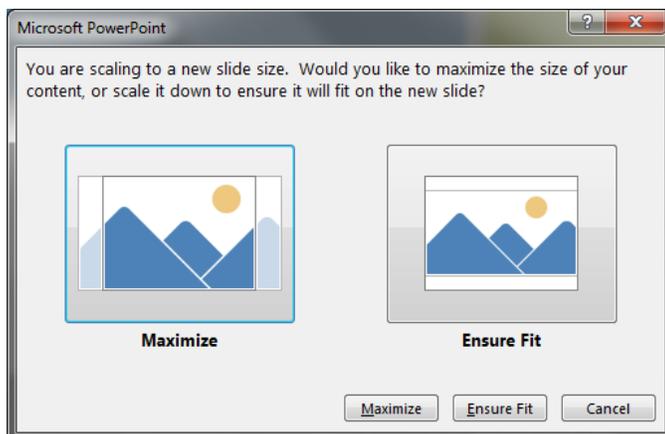
1. First, make sure you that have installed BOTH the LCG (standard) and LCG (widescreen) templates as themes.
2. On the **Design** tab, in the **Themes** gallery, select **LCG (standard)**.



3. On the **Design** tab, in the **Customize** group, click **Slide Size** and select **Standard (4:3)**.



4. In the dialog box that opens up, select either option – you may need to test both options for best results (i.e. make sure graphics, logos, and other elements aren't skewed).

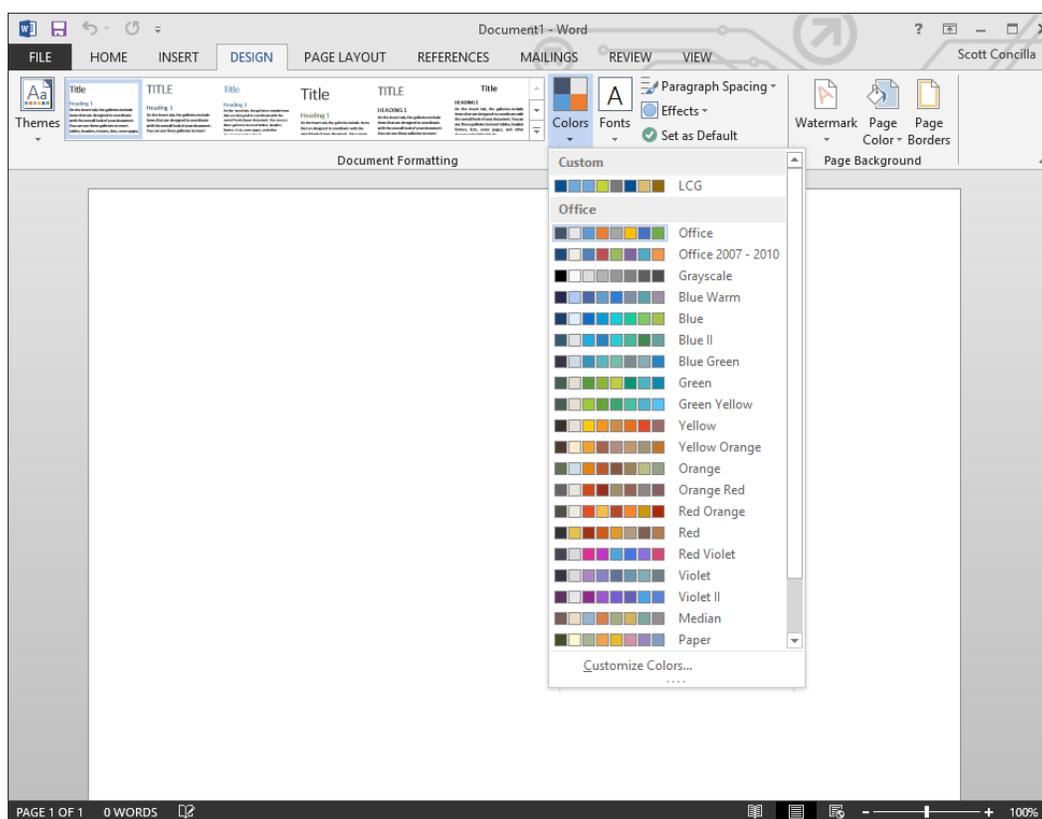


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Using the LCG color palette in Word

This procedure will allow you to use the LCG color palette in your current document. To make this change permanent for all NEW documents, see the procedure **Setting the LCG Theme as default in Word** in the next section.

1. Click the **Design** tab.
2. In the **Document Formatting** group, click **Colors**.



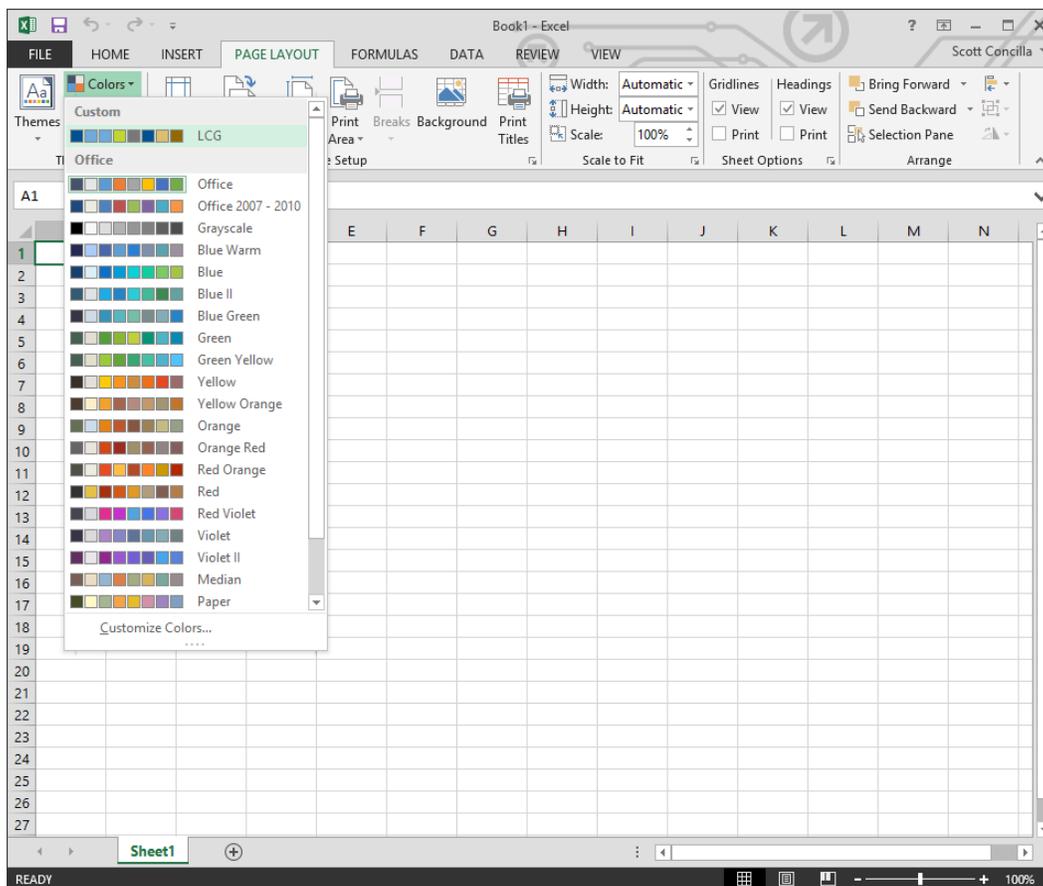
3. Select the **LCG** color palette (it will either be at the top of the list, or in the **Custom** group).

LCG Template/Design Theme Instructions

Using the LCG color palette in Excel

This procedure will allow you to use the LCG color palette in your current spreadsheet. To make this change permanent for all NEW spreadsheets, see the procedure **Setting the LCG Theme as default in Excel** in the next section.

1. Click the **Page Layout** tab.
2. In the **Themes** group, click **Colors**.



3. Select the **LCG** color palette (it will either be at the top of the list, or in the **Custom** group).

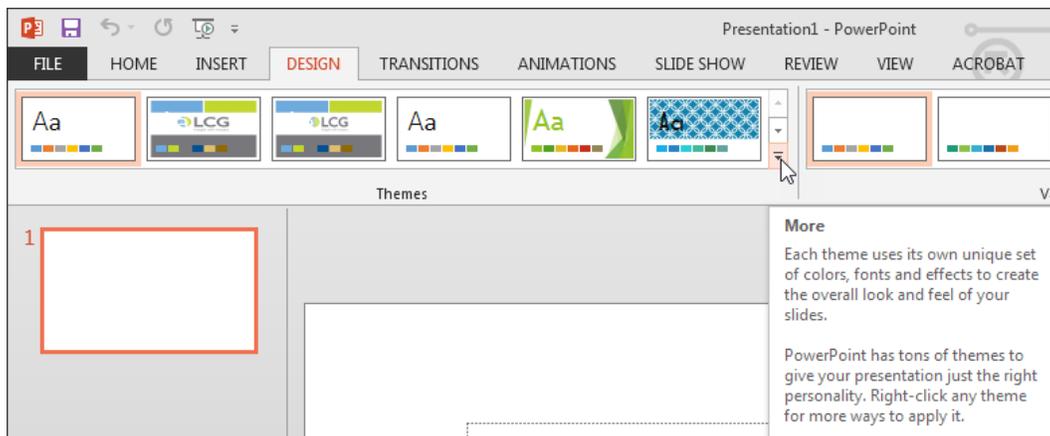
LCG Template/Design Theme Instructions

Setting the LCG Theme as default

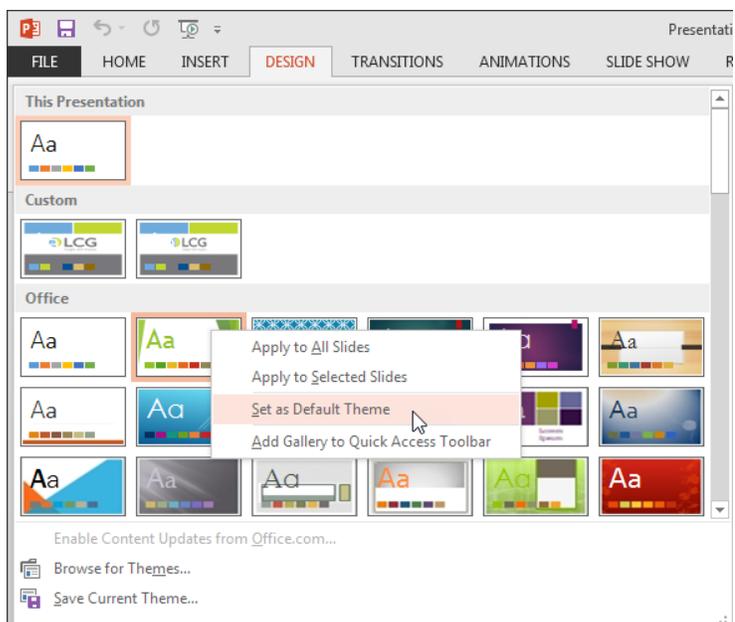
It is possible to set the LCG Theme as the default for all new documents, spreadsheets, or presentations. This process is relatively easy to do in Word and PowerPoint. It is also possible to set the default in Excel, but the process is more complex.

Setting the LCG Theme as default in PowerPoint

1. On the **Design** tab, click the more button to open the **Theme** gallery.

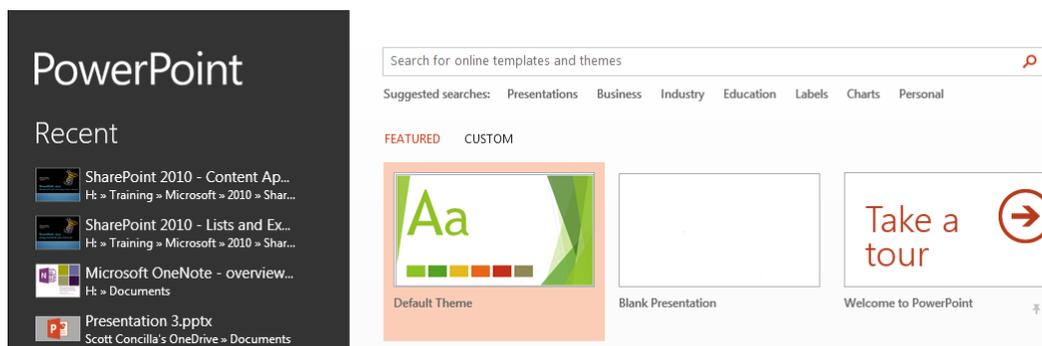


2. Locate the thumbnail of the LCG theme, either standard or widescreen as your personal preference dictates.
3. Right-click the theme thumbnail and select **Set as Default Theme**.



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4. When PowerPoint starts, this theme will be highlighted as the default theme on the Start screen.



5. Press **Enter** to select this theme or select a different theme from the thumbnails listed.

To set PowerPoint to skip the Start screen and always start with the default template, see the procedure at the end of this section entitled **Bypassing the Start screen**.

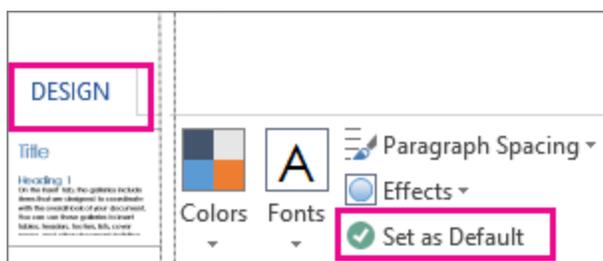
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Setting the LCG Theme as default in Word

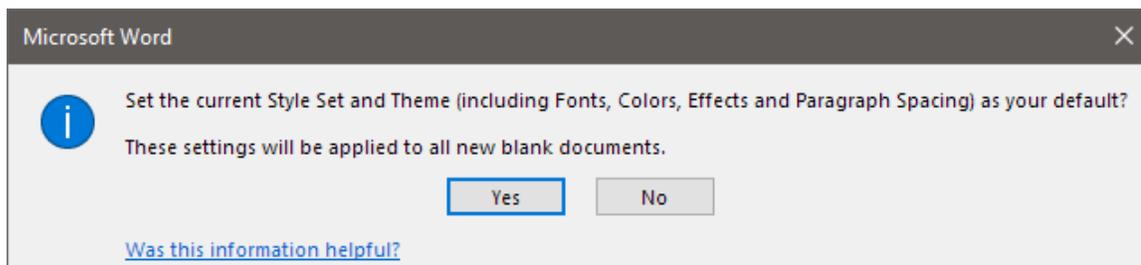
1. On the **Design** tab, select any combination of LCG options from the **Themes**, **Style Sets**, **Colors**, **Fonts**, and **Effects** galleries.



2. Click **Set as Default**.



3. Click **Yes** to acknowledge these settings.



Since these changes become part of the Normal template that is already loaded by default, it is not necessary to make any changes to the Start screen settings.

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Setting the LCG Theme as default in Excel

It is more difficult to set a default theme in Excel. There are two basic options:

- Create and save a template that you manually choose from the Start screen every time Excel starts. This procedure is easy, but a little more work each time you start Excel.
- Create and save a template that is automatically opened every time you start Excel and skips the Start screen. This procedure is complicated, but it works automatically every time you start Excel.

Since the procedure for the first option can easily be found online, it won't be duplicated here.

The following is how to create a template that is automatically opened every time Excel is started. This procedure requires three separate procedures:

1. Making the XLSTART folder visible (Part 1, following).
2. Creating and saving a default template (Part 2, following).
3. Bypassing the Start screen (procedure is at the end of this section).

Part 1: Making the XLSTART folder visible

When Excel starts, it loads any template file it finds in the XLSTART folder in your user profile. If Excel doesn't find any template files in this folder, it will open a generic, blank workbook.

Unfortunately, the XLSTART folder is part of a hierarchy of folders in your user profile called **AppData** that isn't visible by default in Windows. In order to save to this location (as needed in Part 2) you will need to make this folder hierarchy visible.

The **AppData** folder is found in the following location:

C:\Users\<>your profile>\AppData

If you cannot see the **AppData** folder, and you are using **Windows 7** do the following:

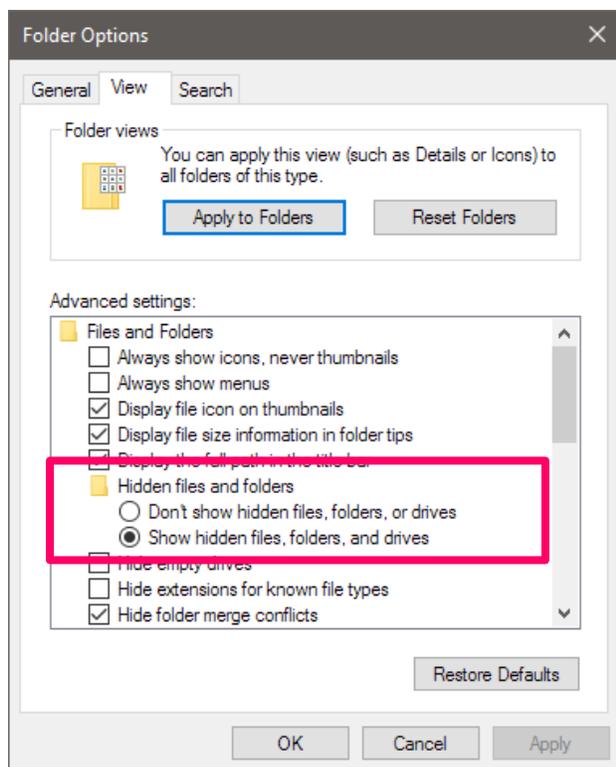
1. Open **Computer** or **Windows Explorer**.
2. On the **Tools** menu, select **Folder Options**.
3. In the **Folder Options** dialog box, select the **View** tab.

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4. In the **Advanced Settings** section, select the radio button next to the option **Show Hidden Files and Folders**,
5. Click **OK** to close the **Folder Options** dialog box. You should now be able to see the folder.

If you cannot see the **AppData** folder, and you are using **Windows 10** do the following:

1. Open **This PC** or **File Explorer**.
2. On the ribbon, click the **View** tab.
3. On the far right of the **View** tab, click **Options**.
4. In the **Folder Options** dialog box, select the **View** tab.
5. In the **Advanced Settings** section, select the radio button next to the option **Show Hidden Files and Folders**.
6. Click **OK** to close the **Folder Options** dialog box. You should now be able to see the folder.

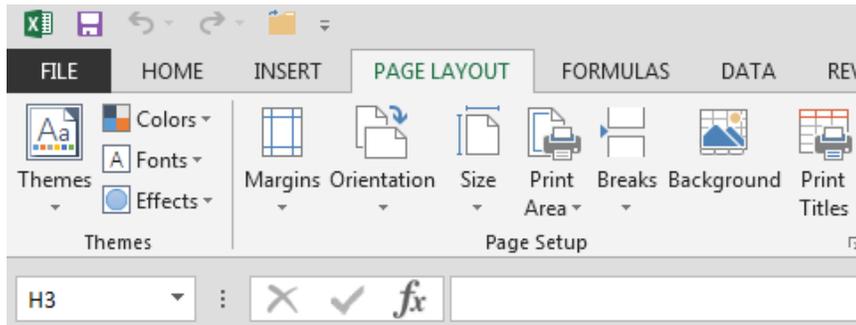


The Folder Options dialog box with the required setting highlighted.

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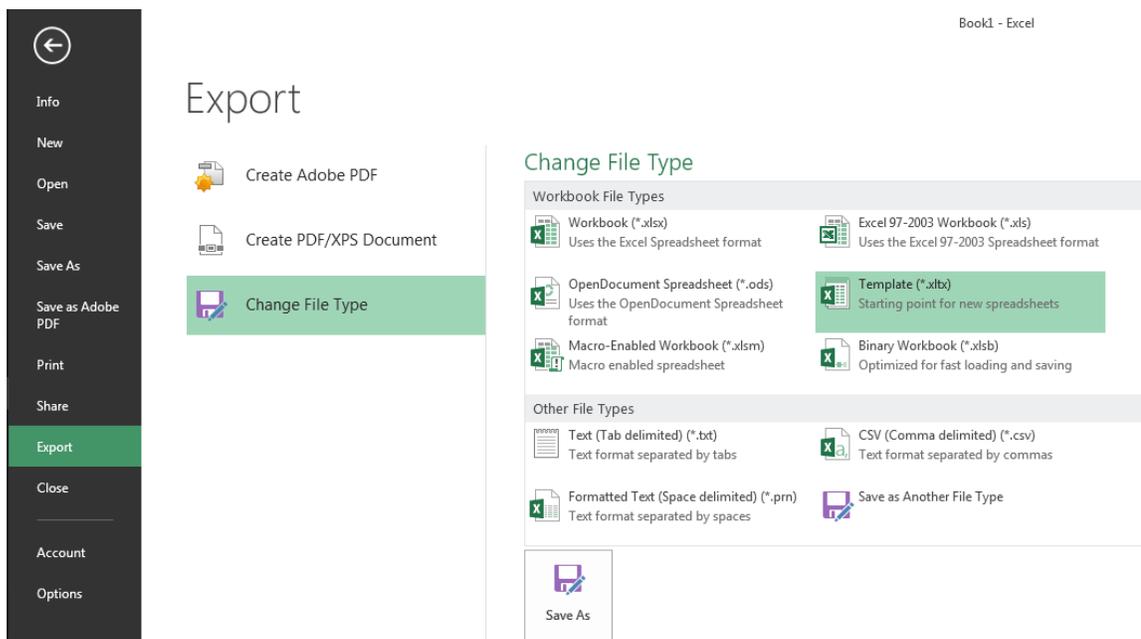
Part 2: Creating and saving a default template

1. Open a blank workbook.
2. On the **Page Layout** tab, in the **Themes** group, select any combination of LCG options from the **Themes**, **Colors**, **Fonts**, and **Effects** galleries.



Note: Since you are creating a standard Excel template, you may actually change any settings and formatting defaults you desire before moving on to the next step.

3. On the **File** tab, select **Export, Change File Type, Template (*.xltx)**.



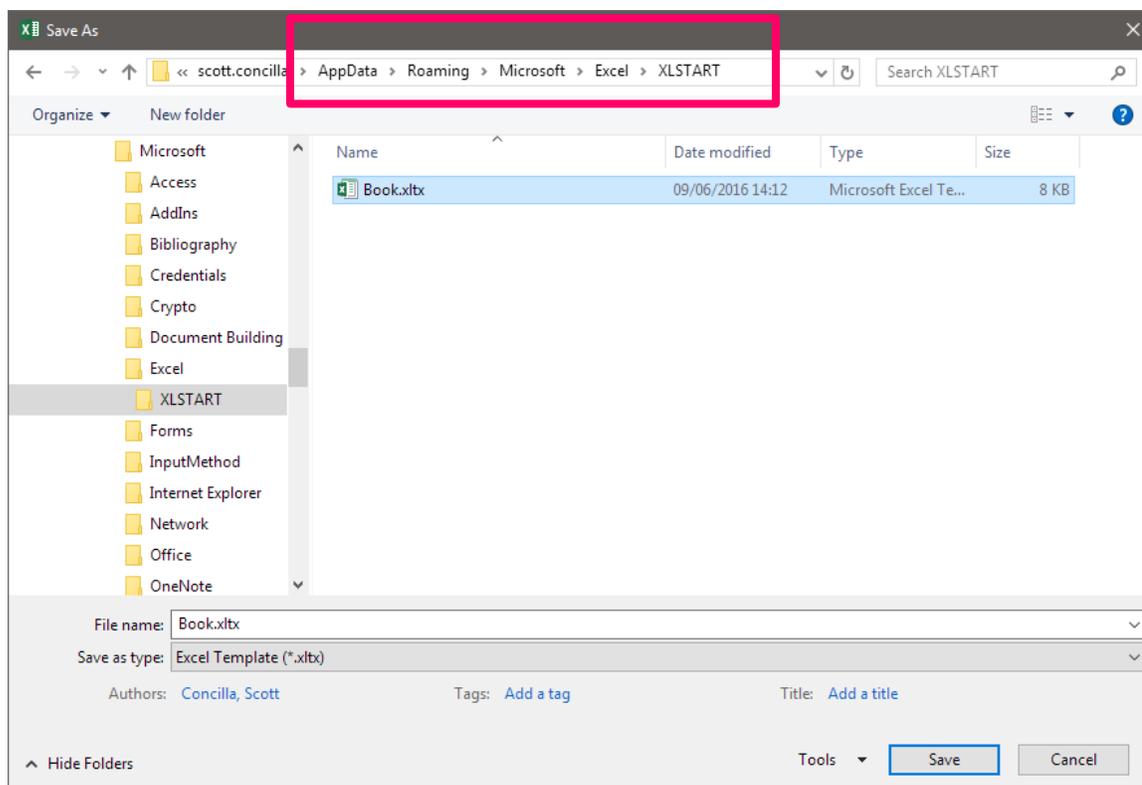
4. Click **Save As**. The **Save As** dialog box displays.

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- The dialog box will initially open at your default documents location. You must navigate to the following location:

C:\Users\<>profile name>\AppData\Roaming\Microsoft\Excel\XLSTART

Note: If you can't see this folder, you must go back and follow the instructions in **Part 1: Making the XLSTART folder visible.**



- Name the file **book.xlsx**. (Be sure to remove the "1" that is added by default.)
- Click **Save**.

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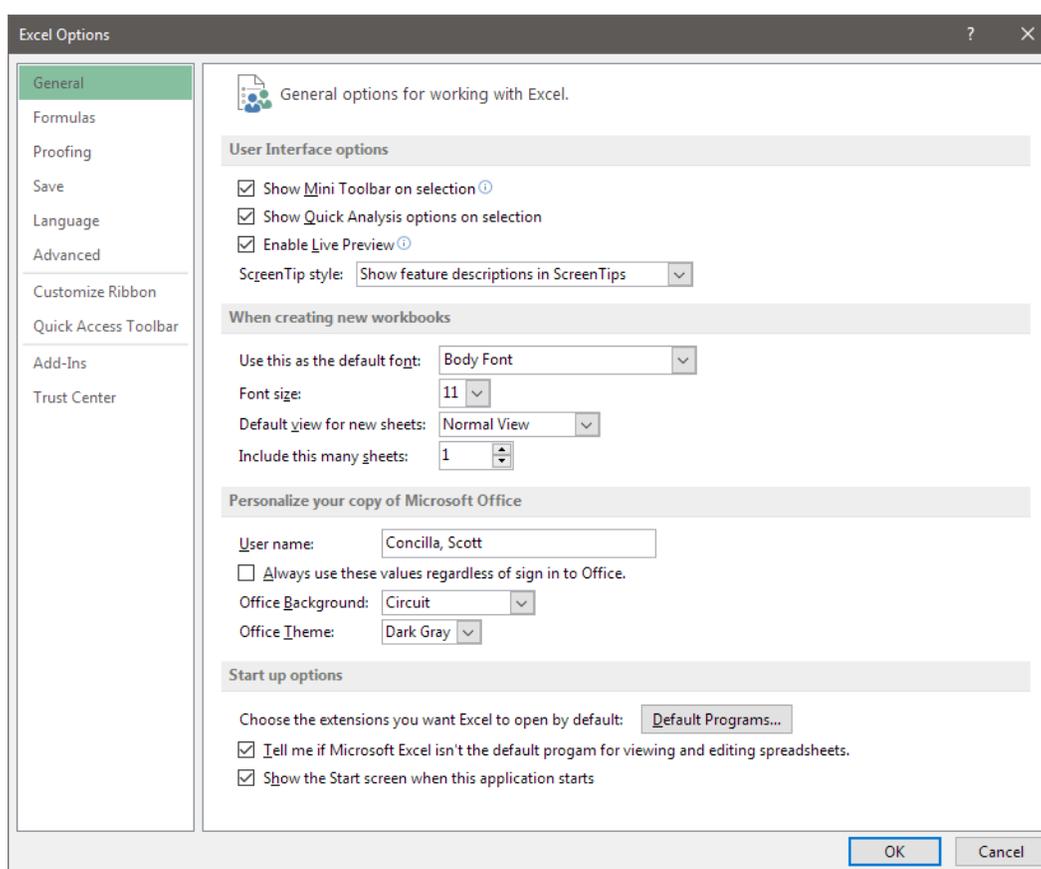
Bypassing the Start screen to automatically use a default template

A new feature implemented with Office 2013 (and also found in Office 2016) is the Start screen. This screen allows you to choose a Recent Document or select a template to start a new document.

Unfortunately, this screen affects the ability of Excel and PowerPoint to automatically load the default theme (or template) you selected in the previous procedures. Follow this procedure to bypass the Start screen and go directly to a new workbook utilizing your new default template/theme in Excel or a new blank presentation using the default theme in PowerPoint.

Note: As mentioned previously, this procedure is not needed for Word.

1. On the **File** tab, select **Options**. The **Excel (or PowerPoint) Options** dialog box displays.



2. At the bottom of the **General** tab, uncheck **Show the Start screen when this application starts**.