



# Playbook Template Builder: Create Presentation Template

## Playbook Template Builder – Create Presentation Template

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We recommend that you use a presentation template – or simple template – when building a presentation for the slideshow. The slideshow displays about half of the page, so you could use the template with a title box and two large boxes and leave the bottom box empty or create one with only the title box and a box under it. (figs. 1, 2)

Some coaches prefer to use a template with multiple boxes and scroll down to discuss other areas of the page. Do whatever is best for you.



fig. 1

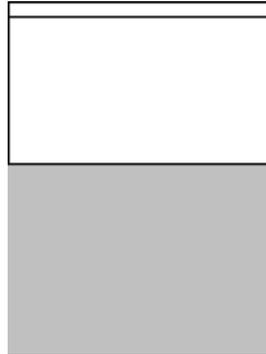


fig. 2

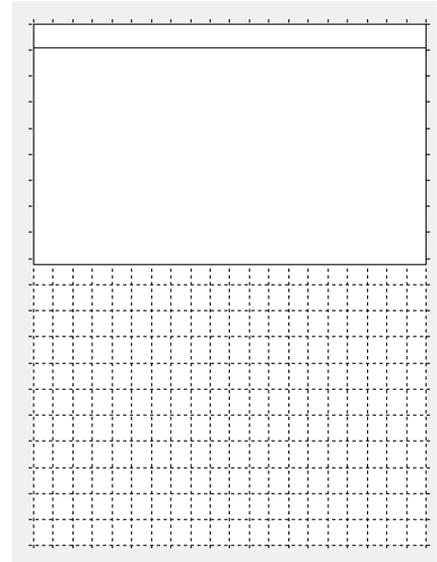


fig. 3

### *Create a Template*

This template is easy to create, and fits very well in the slideshow screen.

- Click the template that you want the presentation template added after in the selection window.
- Click *Insert Template* in the tool bar.
- The new template appears to the right of the selected template. It has a single title row.
- Click in the red outlined new template area, and the template appears in the grid area.
- Click in the grid area.
- Define a new box to be 1 row and 1 column, and click *Draw Box(es)*.
- Move the box to the top, left under the title bar. Be careful not to overlap the top box.
- Click and drag the bottom, right corner to the width of the grid and down to barely over the 9<sup>th</sup> grid row. (fig. 3)
  - There are 20 grid rows, so the two boxes make up less than half the page. We have found that this size fits perfectly in the slideshow screen.
- Click *Save Template* in the toolbar.
- The template is ready to choose the next time you insert a page into a playbook chapter.