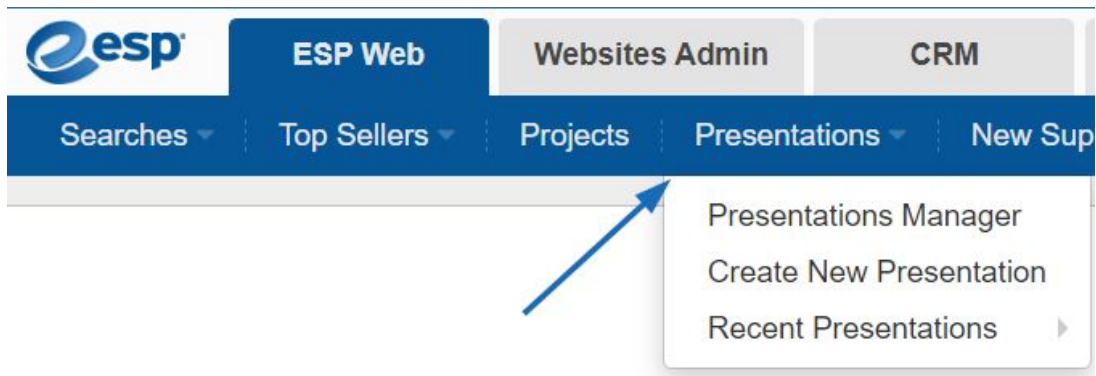




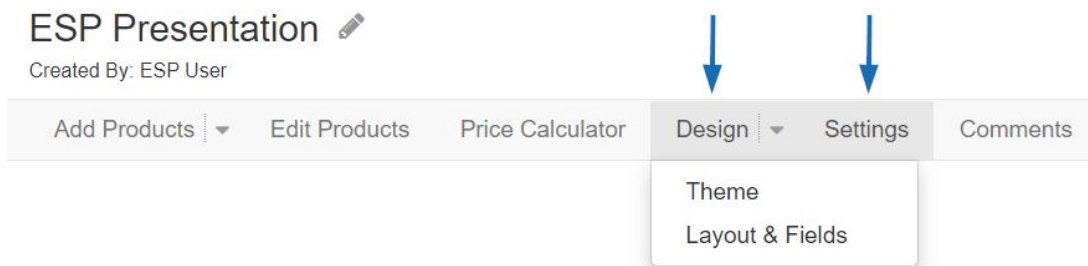
## ESP Quick Tip #38: Create a Template for ESP Presentations

2022-06-16 - Jennifer M - ESP Quick Tips

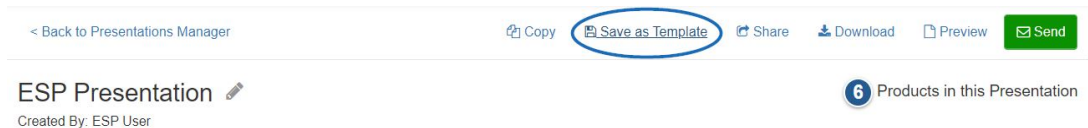
If you've customized a presentation and would like to save the modifications for future use or would just like establish a default for your presentations, you can create a template. To save a presentation's customization as a template, log into ESP and click into any presentation or create a new one.



Use the options in the Design and Settings sections to customize the presentation.



Once you've finished making modifications, click Save as Template option from the Presentations toolbar.



Enter a name for the template and then click on the Save button.

### Save Template

Save these settings and create a Template you can use at any time

**Template Name**  
Custom Template

**Theme** Simple

**Products Per Page** 1

**Header Layout**  
Contact right

**Field Labels** 15

**Footer Layout**  
Logo left, Text Center, Page Numbers Right

Presentation Name  
Client Name

Cancel Save

The template will now be available to apply for all future presentations. When creating a new presentation, click on the thumbnail for the presentation template.

### Create a New Presentation

Fill out the information to begin your new Presentation.

**Presentation Name \***  
Presentation Name

**Customer**  
Enter or Select Company

**Visible to**

- Everyone
- Only the Record Creator
- Teams or Individuals

**Select a Presentation Template** [\(Learn more about templates\)](#)

My Template No comme... Custom Te...