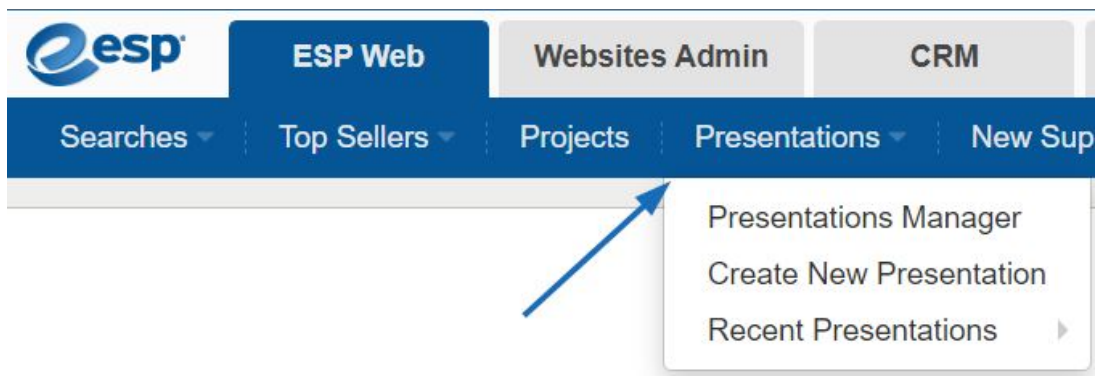




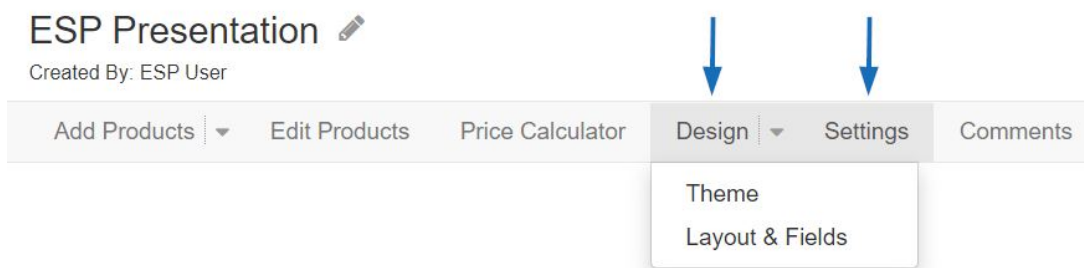
## ESP Quick Tip #38: Create a Template for ESP Presentations

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

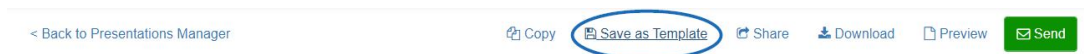
If you've customized a presentation and would like to save the modifications for future use or would just like establish a default for your presentations, you can create a template. To save a presentation's customization as a template, log into ESP and click into any presentation or create a new one.




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.



ESP Presentation   
Created By: ESP User

 Products in this Presentation

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...