

INSTALLATION GUIDE

Add PTiQ to PowerPoint in four minutes.

PTiQ installs from the Microsoft Marketplace, straight into PowerPoint. There is no setup file to run. You add it once, sign in, and the PTiQ pane opens beside your slides on every device you use.

For Windows & Mac**Needs** PowerPoint desktop**Plus** a PTiQ account

WHAT YOU ARE INSTALLING

A task pane that sits beside the slide you are building.

PTiQ opens inside PowerPoint on Windows and Mac and puts a vetted content library, professional design and on-demand expertise within reach of the page in front of you.



Knowledge Vault

Multi-slide Playbooks and engagement-ready Toolkits across strategy, finance, operations, marketing, technology, transactions and risk, plus short Lessons on the methods behind them.



Design Hub

Boardroom-grade templates for charts, frameworks, processes, timelines, comparisons and organisation structures, plus a premium set of editable icons and country flags.



Partner Assist

Hand a rough slide to a professional designer, put a question to a senior specialist, add analyst capacity, or commission bespoke research, and follow every request through to delivery without leaving PowerPoint.



Personal Library

Keep the slides and full presentations you reuse most, mark favourites, build your own toolkits and pull them into any engagement.

BEFORE YOU START

PowerPoint on desktop

Windows or Mac. The Marketplace is not available in the browser-only version of PowerPoint.

A Microsoft account

PowerPoint should be signed in, so the add-in follows you to every device you use.

A PTiQ account

The email and password you registered with at partner-toolkit.com. You can also create one during step 6.

On a company laptop?

Some organisations switch the Marketplace off. If the Add-ins button is missing, see page 5.

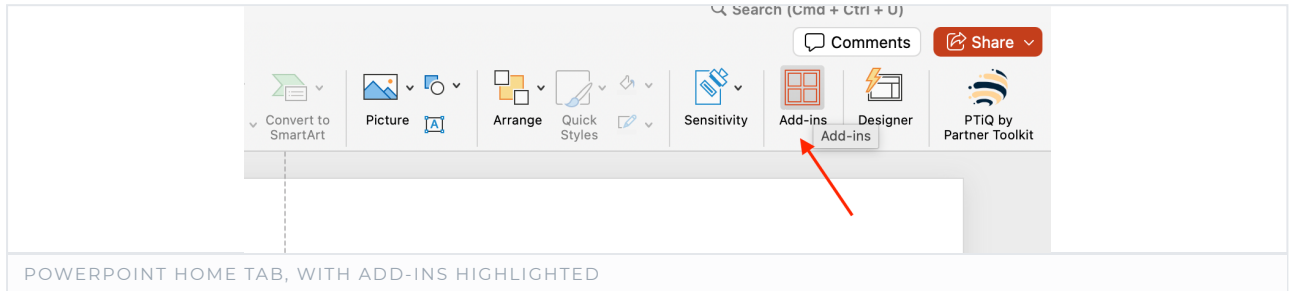
Is there anything to pay to install it?

No. Adding PTiQ from the Marketplace is free, which is why the listing reads “Additional purchase may be required”. What you see inside the pane depends on your PTiQ subscription, and every insertion lets you choose the formatting: match the theme of the deck you are working in, or keep the original design of the source slide. Nothing you have already built is overwritten.

Six steps, start to finish.

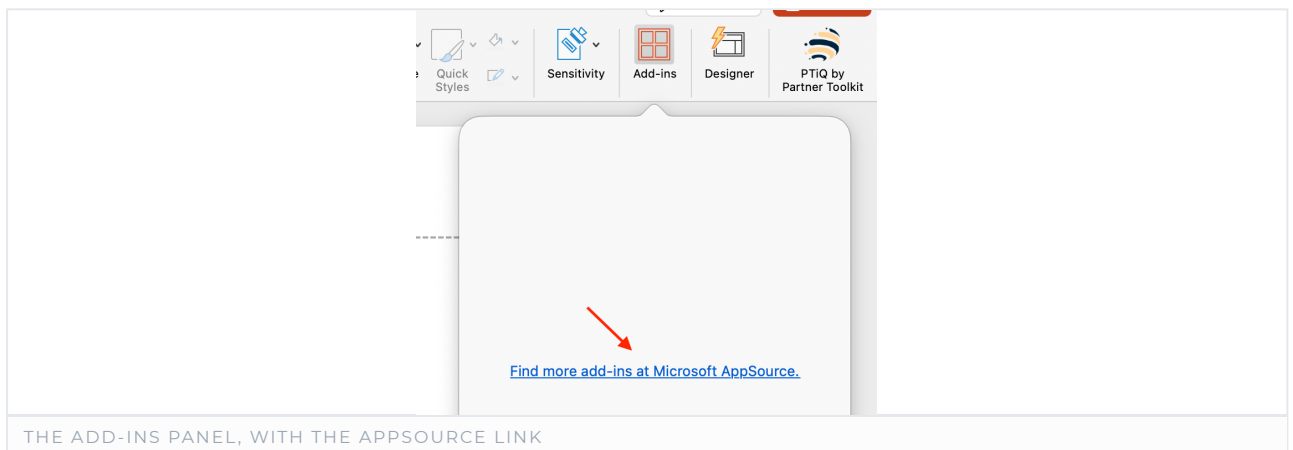
- 1 Open Add-ins on the Home tab**

In PowerPoint, go to the **Home** tab and click **Add-ins**. On a narrow window it sits under the ... overflow at the right of the ribbon.



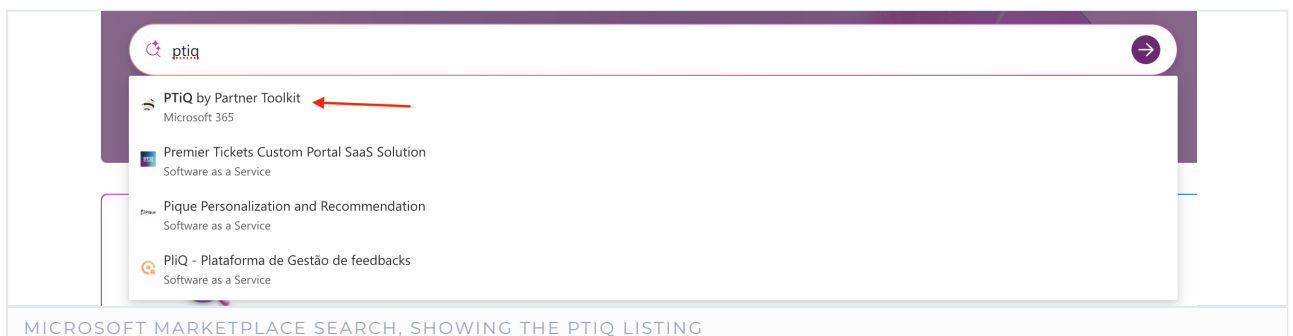
- 2 Choose “Find more add-ins at Microsoft AppSource”**

A small panel drops down showing the add-ins you already have. Ignore those and click the link at the bottom of the panel. Your browser opens the Microsoft Marketplace.



- 3 Search for PTiQ**

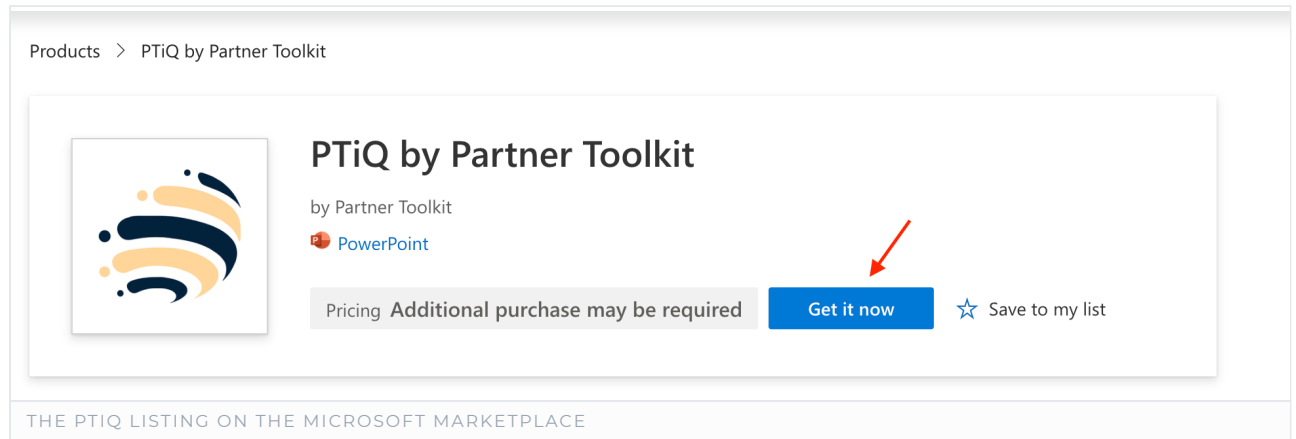
In the Marketplace search box type **ptiq**. Choose **PTiQ by Partner Toolkit** from the suggestions. Check the publisher reads Partner Toolkit, so you land on the right listing.



4

Click Get it now

On the PTiQ listing click **Get it now** and sign in with your Microsoft account if you are asked. The pricing line reads **Additional purchase may be required**: adding the add-in is free, and the library runs on your PTiQ subscription.



5

Let it open PowerPoint

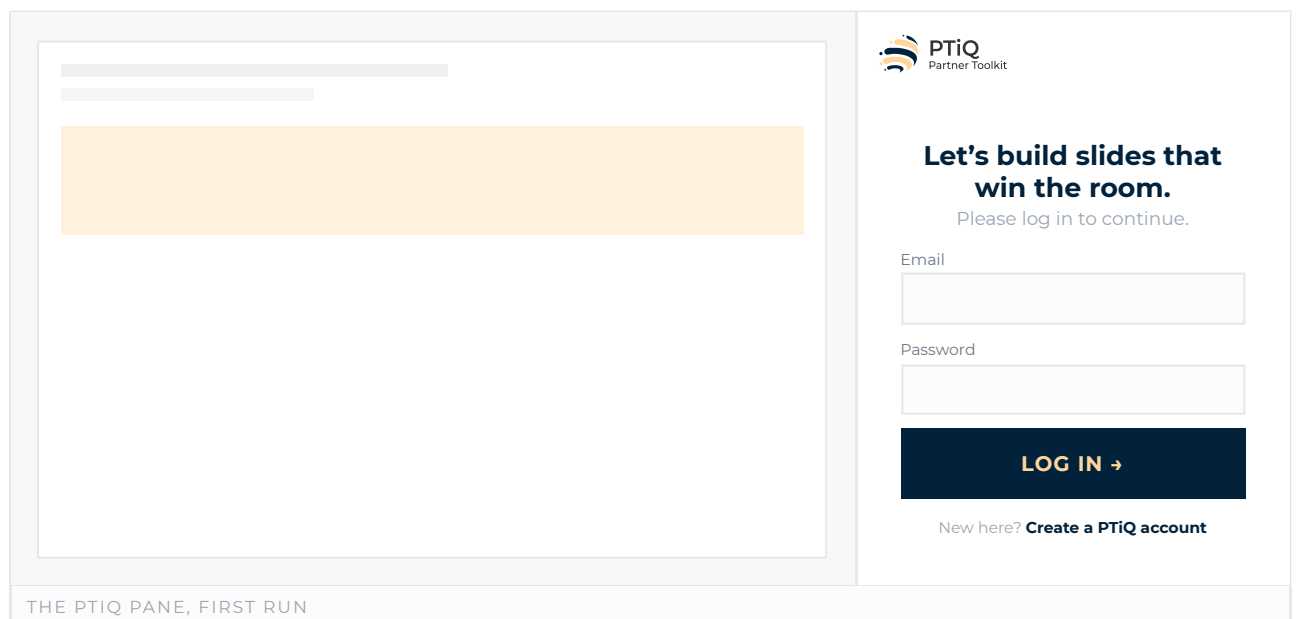
A short message reads **Taking you to PTiQ by Partner Toolkit to complete this process**, then PowerPoint opens a page titled **Launch the add-in** and the PTiQ pane appears on the right.

If the pane does not appear, go back to the Home tab and click the new **PTiQ by Partner Toolkit** button. Adding the add-in and opening the pane are two separate steps.

6

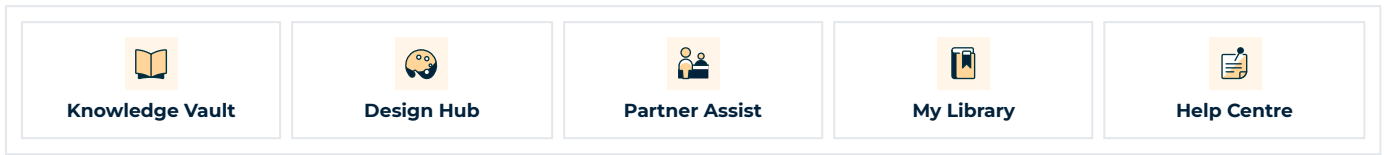
Log in to PTiQ

The pane asks you to log in. Use the email and password you registered with at partner-toolkit.com, or choose **Create a PTiQ account**. You stay signed in on that device afterwards.



The pane opens on Home.

Everything is one click away, and the add-in follows the Microsoft account you added it with.



IF SOMETHING GOES WRONG

Five things people hit.

I cannot see the Add-ins button

Check you are on the **Home** tab of the desktop app, not PowerPoint in a browser. On a narrow window the button hides under the ... overflow at the right of the ribbon.

The search does not find PTiQ

Type **ptiq** with no spaces and pick the result published by **Partner Toolkit**. You can also go straight to the listing at **marketplace.microsoft.com** and search there.

My organisation blocks the Marketplace

Some Microsoft 365 tenants switch it off centrally. Ask your IT team to allow it, or use the Windows Ribbon Add-in below, which installs without the Marketplace.

I clicked Get it now but nothing opened

That is expected. Getting it installs the add-in; the **PTiQ by Partner Toolkit** button on the Home tab opens the pane.

It is gone after restarting

Open **Home > Add-ins** and pick PTiQ from the list. The add-in belongs to the Microsoft account it was added with, so check you are signed in as the same user.

THE OTHER OPTION

Windows Ribbon Add-in

Prefer PTiQ in its own ribbon tab, or blocked from the Marketplace? The Ribbon Add-in is a Windows-only installer you download from your dashboard: run it, follow the setup prompts, then open PTiQ from its ribbon tab. Windows 10+, PowerPoint desktop, about 12 MB.

Still stuck?

Email help@partner-toolkit.com with your operating system, your PowerPoint version and what you saw. We reply within 24 hours.