

HOW TO USE POWERPOINT TEMPLATES

- Open the template file
- Review various layout options
- Delete all the sample slides

Mac:

- Go to the “Home” tab, select dropdown menu from "New Slide", select “Reuse Slides”
- Find the file in using the "Browse" prompt, click “Ok”
- Your slides will be inserted on the left as new slides. Most standard text slides will convert automatically to the new styles (fonts, sizes, colors, etc.) You can close the “reuse slides” menu on the right.
- After the slides import into the template, some manual clean up may be necessary for misaligned bullets, sizes of fonts, etc. You may also want to use the “Layout” button from the “Home” tab to select a different layout.
- Save and name your new PowerPoint presentation.
- If file size is too big (over 10mb), go to the “File” menu, click “Compress Pictures”, and select High Fidelity or HD, and resave.

PC:

- Go to the “Home” tab, select dropdown menu from "New Slide", select “Reuse Slides”
- A "Reuse Slides" box will open on the right of your main PowerPoint screen. Use the “Browse” button and then select "Browse File." Locate the older PowerPoint presentation to be converted and click the "Open" button.
- Thumbnail images of all of your original slides will appear. Right click on any slide thumbnail and select “Insert All Slides.”
- Your slides will be inserted on the left as new slides. Most standard text slides will convert automatically to the new styles (fonts, sizes, colors, etc.) You can close the “reuse slides” menu on the right.
- After the slides import into the template, some manual clean up may be necessary for misaligned bullets, sizes of fonts, etc. You may also want to use the “Layout” button from the “Home” tab to select a different layout.
- Save and name your new PowerPoint presentation.
- If file size is too big (over 10mb), go to the “File” menu, click “Options”, find “Advanced” menu, find “Image Size and Quality” section, de-select “Do not compress images in file”, and select High Fidelity or 330ppi, click “OK”, and resave.