Copy & Paste Existing Slides into an Updated Template

PC and Mac

1. Navigate to **Home Tab**, in the thumbnail bar on the left click on the **Slides** you want to copy.
2. Right-click on the **Slides** and select **Copy**.
3. Open the new PowerPoint file and right-click **at the location** you want the slides inserted.
   - Click **Use Destination Theme** for slides to inherit the new formatting (**Preferred**).
   - Note: DO NOT click Keep Source Formatting, as it will keep the old format (**Not Preferred**).
   - Confirm the slides have been pasted into the presentation.
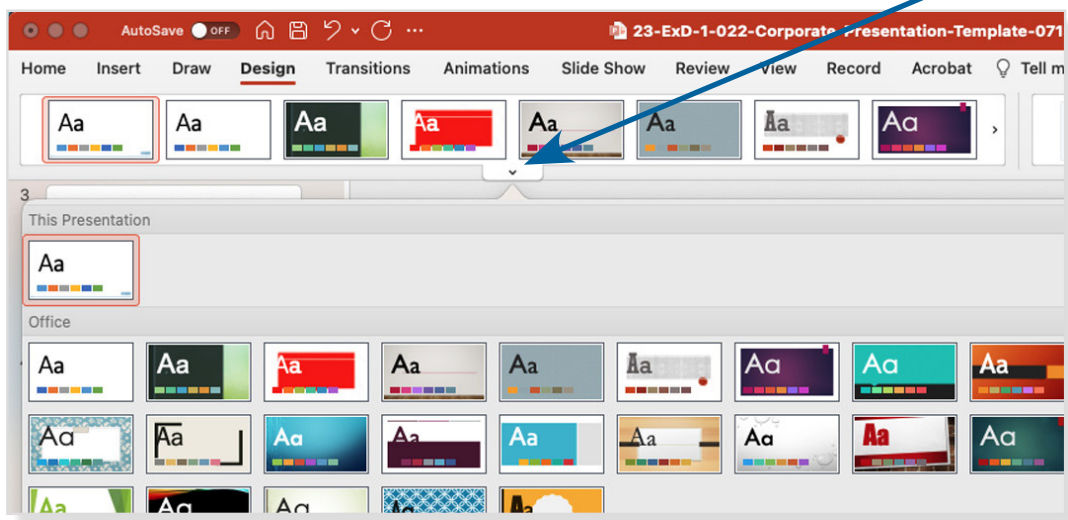   - Save the file by clicking **File > Save or Save As**.

COPY

PASTE &
USE DESTINATION THEME

◆IEEE

Save an IEEE Presentation Template as a Theme

PC and Mac

1. Navigate to **Design Tab** and click the **Bottom Arrow** to expand the theme carousel window.
2. Click **Save Current Theme** at the bottom of window.
3. Name the theme "**IEEE Presentation Template**".
4. Click **Save** and the presentation will be saved in the theme bar.

BOTTOM ARROW

SAVE

◆IEEE