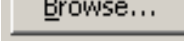


# How to Convert Old Presentations to New Templates

Use these instructions to combine or copy slides from one or more existing PowerPoint presentations.

1. Open an existing PowerPoint presentation (to which you will add slides).

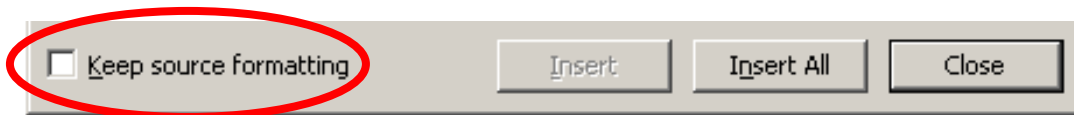
2. From the **Insert** menu, select **Slides from Files**.

3. Select **Browse** to locate the file from which you will copy slides. 

4. Decide which “source” formatting you want to use — the file you opened in Step 1, or the file you browsed to in Step 3.

a. To use the formatting in the file you opened in Step 1, skip to Step 5.

b. To use the formatting in the file you browsed to in Step 3, select **Keep Source Formatting**.



5. Choose a method to insert the slides:

a. Click on individual slides and select **Insert**, or

b. To insert all slides, select **Insert All**.

6. To add slides from yet another PowerPoint presentation, repeat steps 2 through 5.

7. Select **Close**.

8. Review the presentation to correct any formatting glitches.

You can easily adapt these instructions to convert old PowerPoint presentations to one of DAS' mandatory templates (see link below). In that case, select the template of your choice and open it in Step 1 above. At Step 4, follow the instructions in 4.a. and proceed through all the steps.

Templates Web site <http://oregon.gov/DAS/templates.shtml>

[Return to Templates and Document Standards.](#)