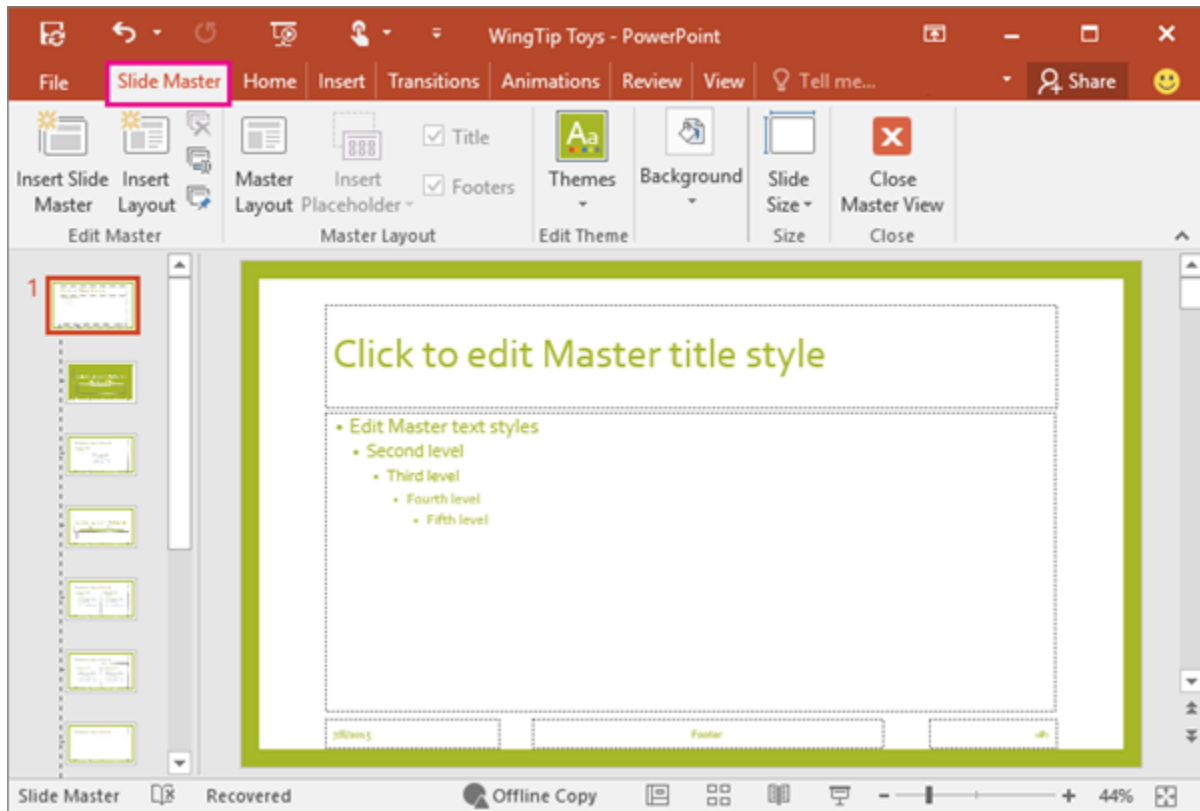


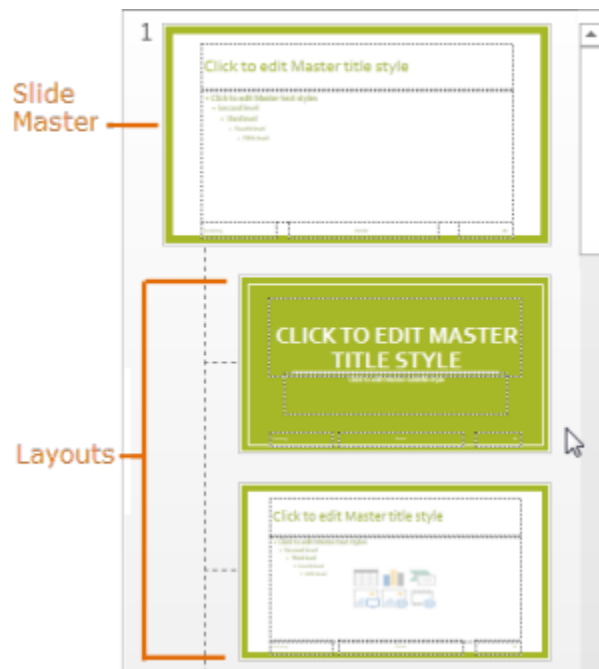
Below are instructions to copy a slide master (and all its associated layouts) from one presentation into another. The file that you are converting must end in .pptx.

1. Copy the slide master from the first presentation

- a. Open both presentations: the one you want to copy a slide master from, and the one you want to paste the slide master into.
- b. In the presentation that has the slide master you want to copy, on the **View** tab, select **Slide Master**.




- c. In the slide thumbnail pane, right-click the slide master, and then select **Copy**.



Notes:

- In the thumbnail pane, the slide master represents the larger slide image, and the related layouts are smaller, positioned beneath it (shown above).
- Many presentations contain more than one slide master, so you may have to scroll to find the one that you want.
- Delete slide master(s) that will not be used for the power point.

2. Paste the slide master into the new presentation

- a. On the **View** tab, select **Switch Windows**, and then select the presentation that you want to paste the slide master to.
- b. On the **View** tab, select **Slide Master**.
- c. In the thumbnail pane, right-click the slide master, and then do one of the following;
 - a. To maintain the theme colors, fonts, and effects of the presentation that you are copying from, click **Keep Source Formatting**  .
- d. When you're finished, select **Close Master View**.