



Guide on how to migrate to another PowerPoint template

Marketing Headquarters
Integrated Communications Center
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Table of Contents

- 1. Preparation for using a new template for the first time**
- 2. How to migrate from an existing template**
 - Migration from 16:9 template
 - Reference: If you want to use the original colors
 - Migration from 4:3 template
- 3. Tips**
 - About graphs

Preparation for using a new template for the first time

Preparation for using a new template for the first time

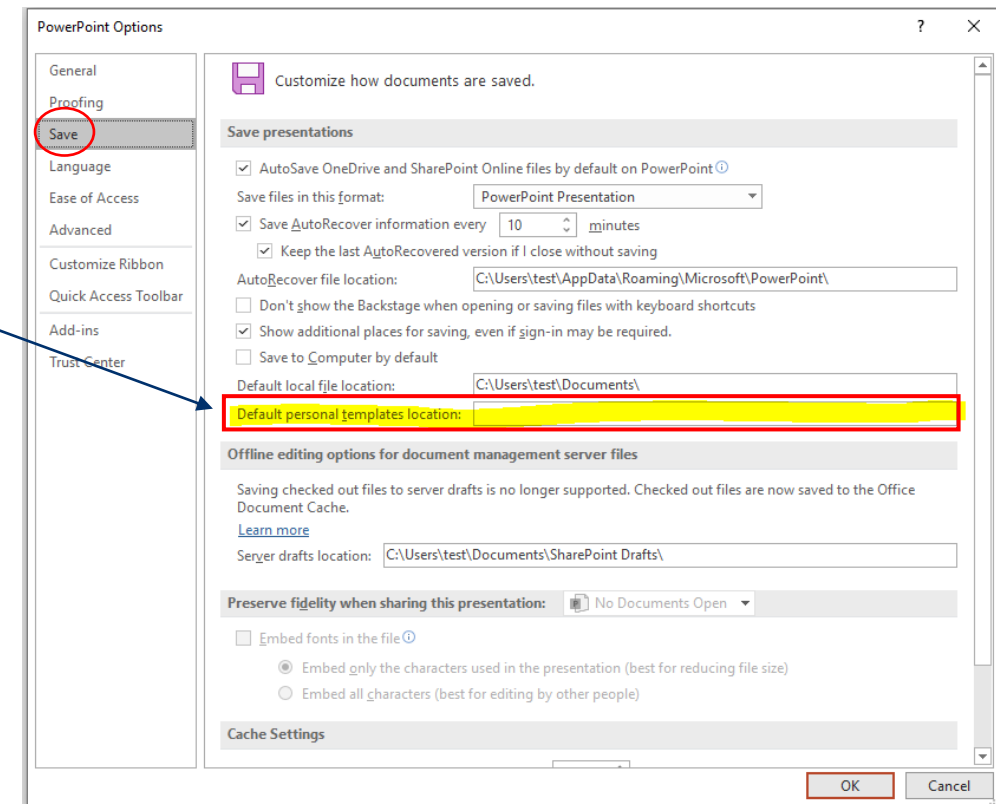
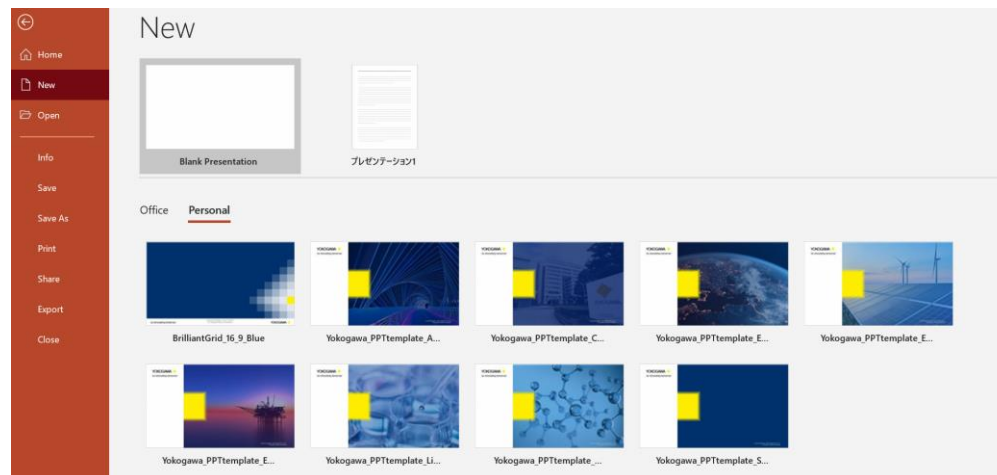
Step 1

After downloading a new template, select "Save As" and save it in the Office Custom Templates folder, which is normally located in the documents system folder on the C drive. Do not rename the file, and make sure that the extension is .potx. (The location of the "Office Custom Templates" folder may vary depending on your settings.)

Step 2

To use the template in a new presentation, select "File" and "New." Click "Personal" to see the list of stored templates and double click on the template that you wish to use.

*These templates will be displayed after you enter the path of the folder that stored the templates in Step 1 in "Default personal templates location" in "Save" in "Options".



How to migrate from an existing template

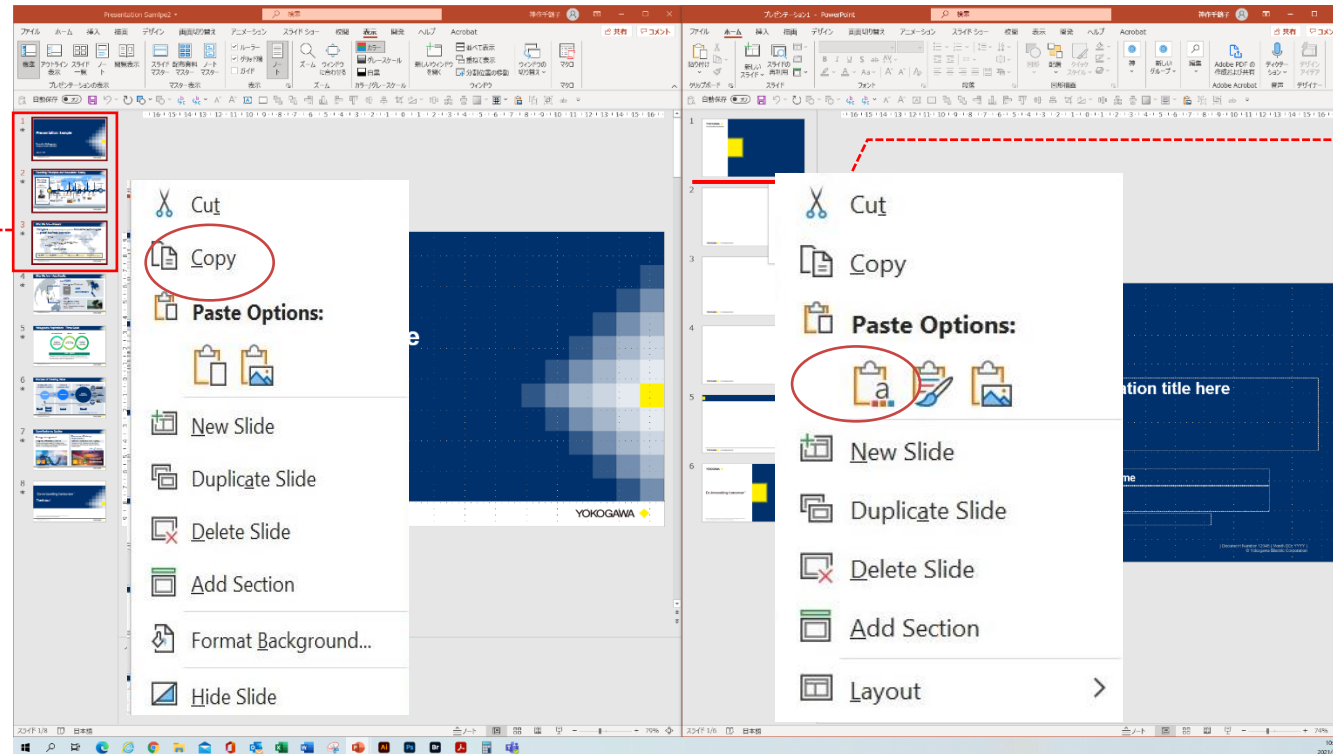
Migration from 16:9 template

Step 1

In the source file, select the slides that are to be migrated and copy them to the clipboard. Open the destination file and insert (paste) the copied slides in the destination file.

Migration source file

Select all the slides that are to be migrated, do a right click on any of the highlighted slides to open the context menu, then select "Copy."



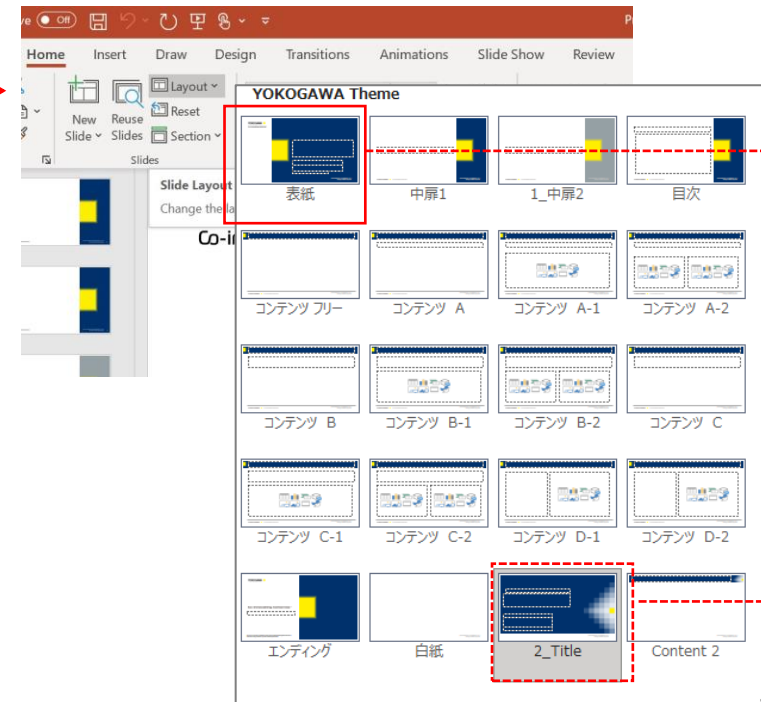
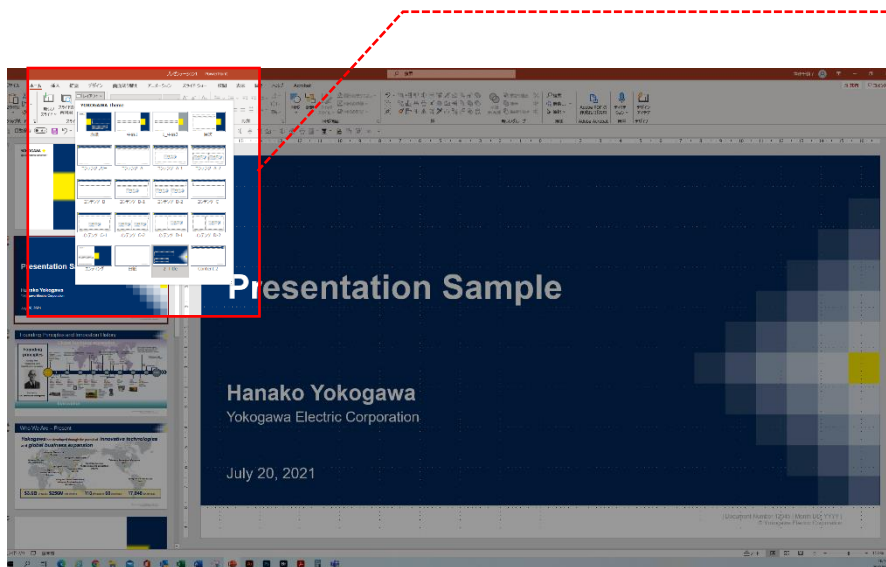
Destination file

Right-click on the destination file to open the context menu, then select the leftmost "Use destination theme" icon to insert the slides. The new theme will be applied.

Migration from 16:9 template

Step 2

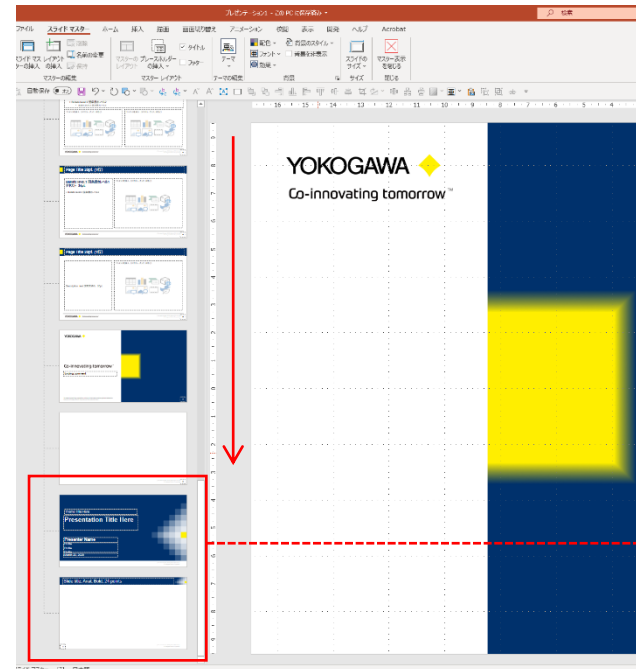
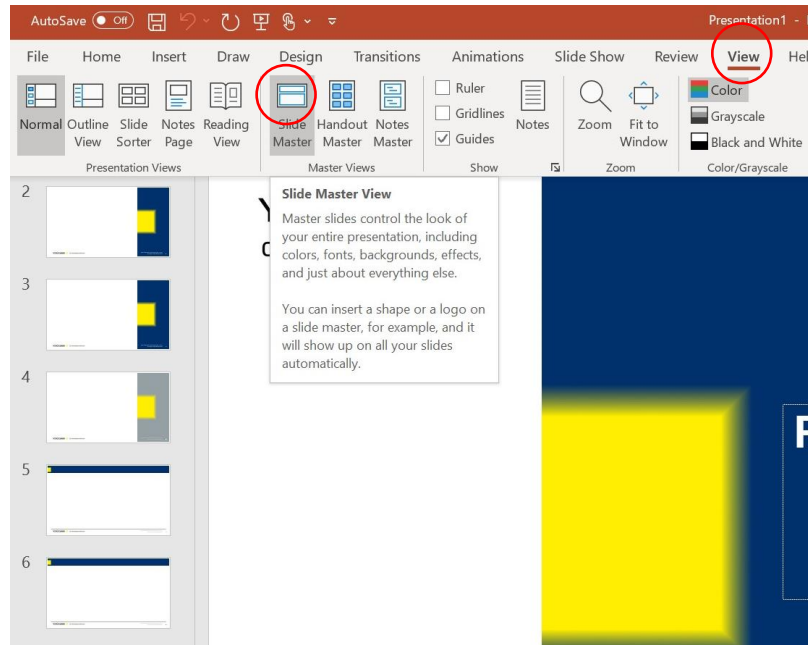
The inserted slides are migrated along with the original templates.
For each migrated slide, select the slide and then click "Layout" on the "Home" tab.
Make sure the original layout is displayed, then select the layout that you wish to apply to the slide.
Repeat this for each slide that has been copied to the destination file.



Migration from 16:9 template

Step 3

Delete the original layouts from the destination file's slide master. (This can only be done after completing step 2.) To delete an original layout, click on "Slide Master" in the "View" tab. When the slide master opens in the navigation window on the left, scroll down through the list of layouts to locate and delete the original layout.



Delete the original layout

Slide Master

Migration from 16:9 template

Step 4

Whatever color palette was used in the source file will be adapted to the new theme's color palette.

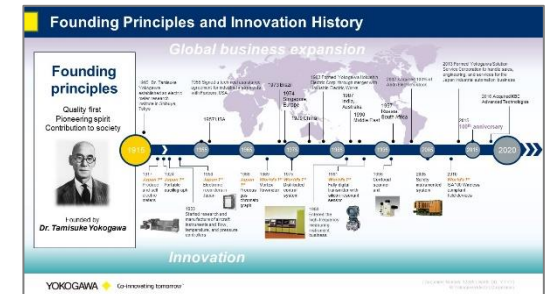
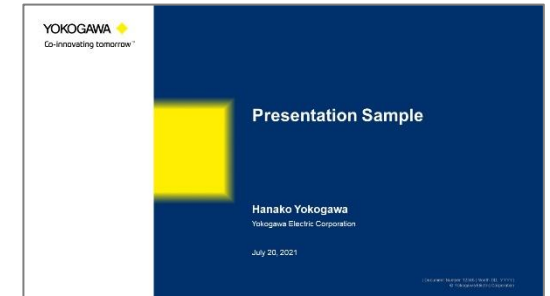
If you were using a color that is not in the new color palette, it will not be changed.

* If you wish to keep using the colors that are in the source file, see the next page for instructions on how to do this.

Source file



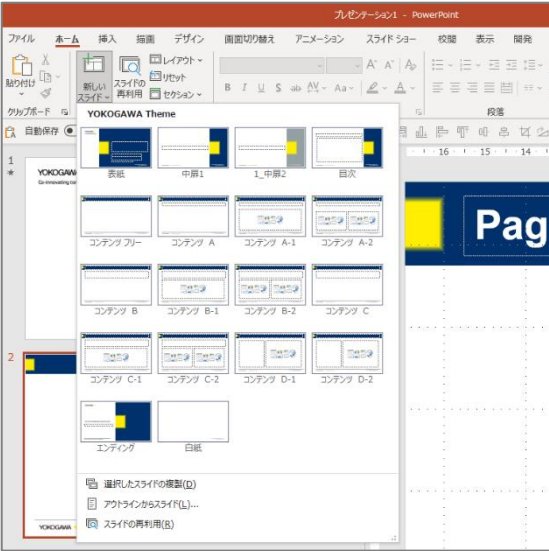
Destination file



Reference: If you wish to keep using the original colors

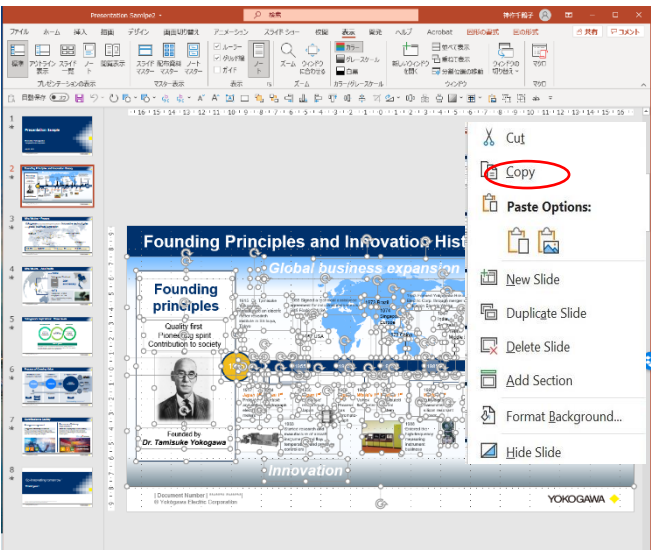
Ref: If you wish to keep using the original colors, migrate the objects only.

- In the new destination file, select "New Slide" in the "Home" tab and then click on "Layout" to select an appropriate layout.
- Select and copy all objects on the source page. Be sure to deselect the slide title and any footer items (page number, etc.)
- Select the "Keep source formatting" option and paste the objects into the slide in the destination file. For the title, either cut/paste that item from the source file or input a new title.



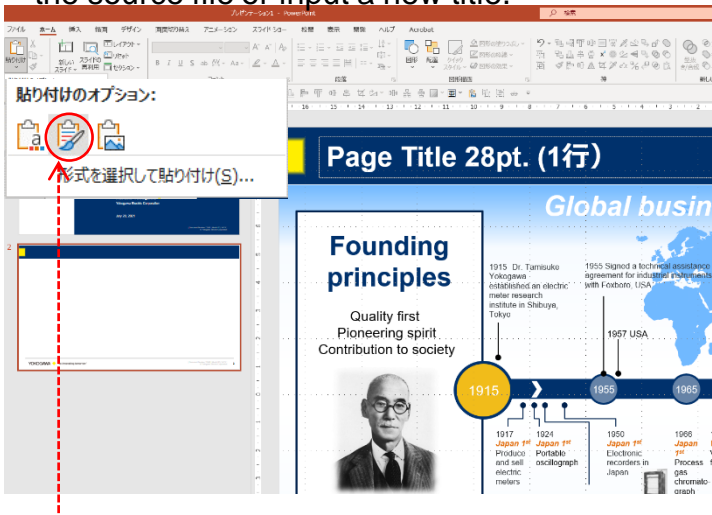
This screenshot shows the PowerPoint 'New Slide' layout selection screen. The 'Layout' task pane on the right is open, displaying various slide layouts. The 'Title Slide' layout is selected, which is appropriate for the first step of the migration process.

Destination file



This screenshot shows the source PowerPoint file. A slide titled 'Founding Principles and Innovation History' is selected. The 'Copy' button in the 'Paste Options' menu is highlighted, indicating the second step of the migration process.

Source file



This screenshot shows the destination PowerPoint file. A slide titled 'Page Title 28pt. (14行)' is selected. The 'Paste Options' menu is open, and the 'Keep source formatting' option is highlighted with a red box, indicating the third step of the migration process.

Destination file

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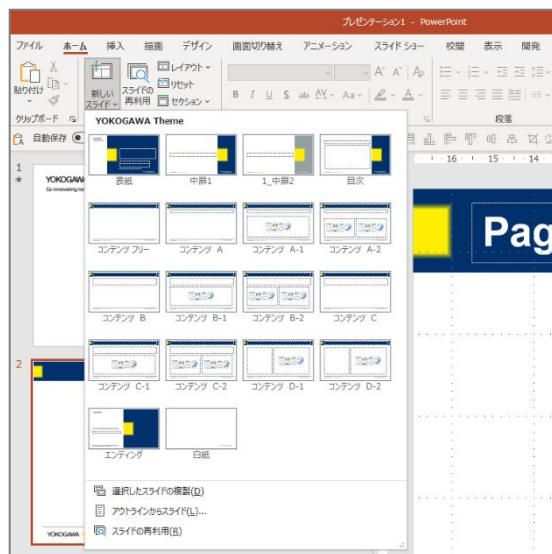
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10

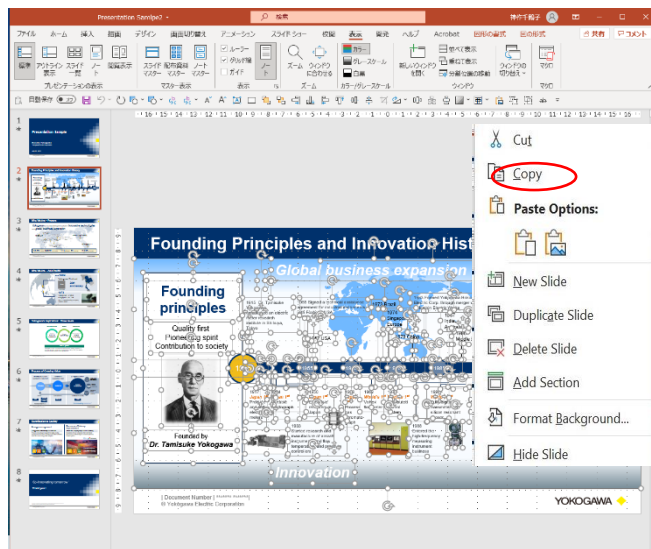
Ref:

If you wish to keep using the original colors, migrate the objects only.

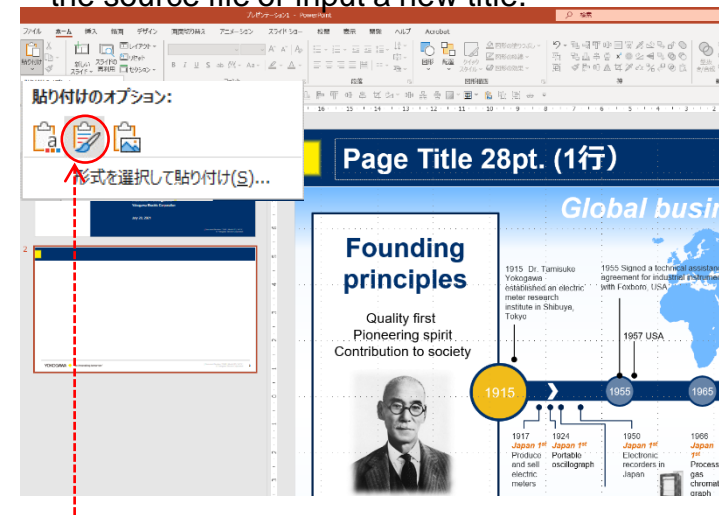
- ① In the new destination file, select "New Slide" in the "Home" tab and then click on "Layout" to select an appropriate layout.
- ② Select and copy all objects on the source page. Be sure to deselect the slide title and any footer items (page number, etc.)
- ③ Select the "Keep source formatting" option and paste the objects into the slide in the destination file. For the title, either cut/paste that item from the source file or input a new title.



Destination file



Source file



Select the “Keep source formatting” option.

Destination file

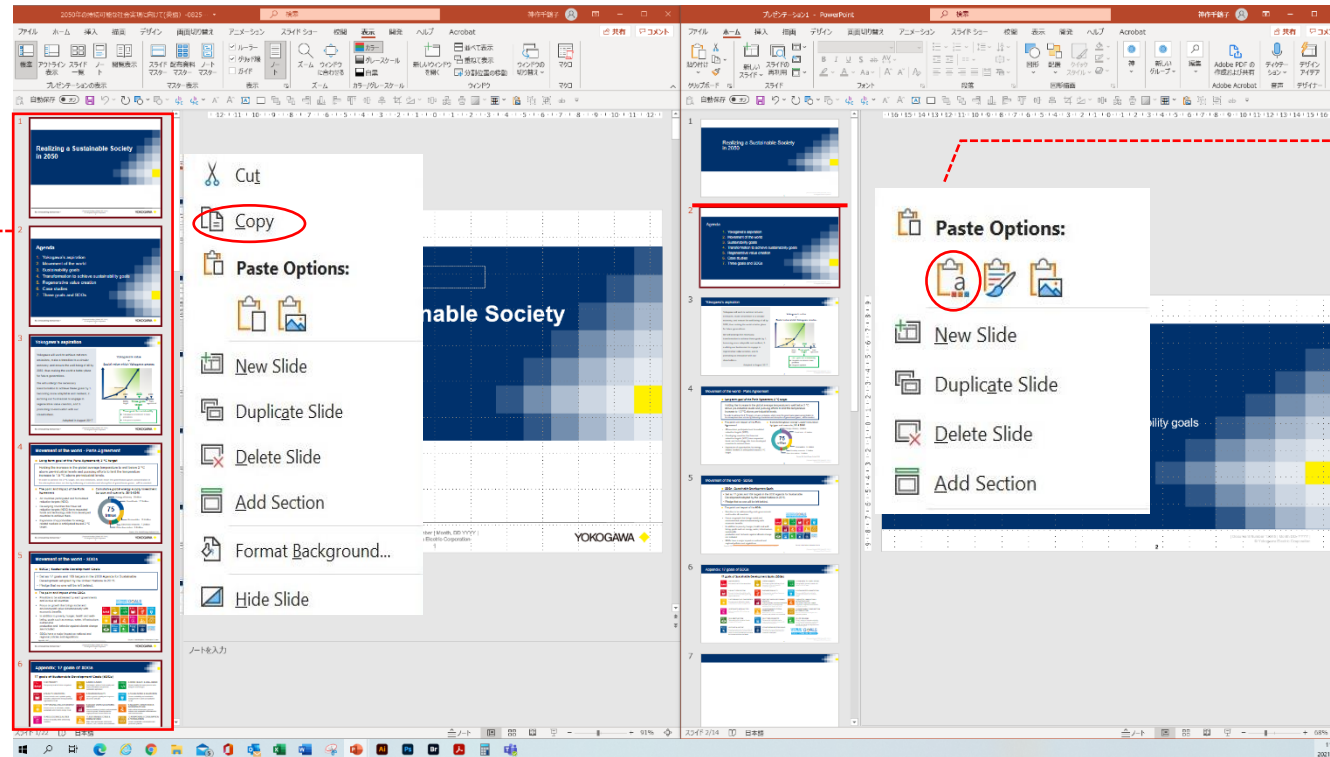
Migration from 4:3 template

Step 1

In the source file, select the slides that are to be migrated and copy them to the clipboard. Open the destination file and insert (paste) the copied slides in the destination file. Be sure to select the "Apply destination theme" paste option.

Source file

Select all the slides that are to be migrated, do a right click on any of the highlighted slides to open the context menu, then select "Copy."



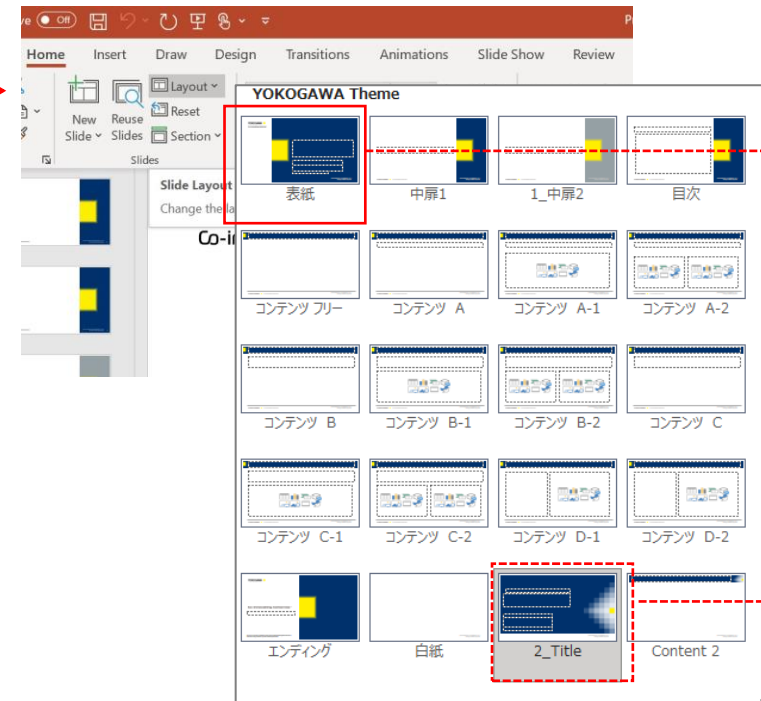
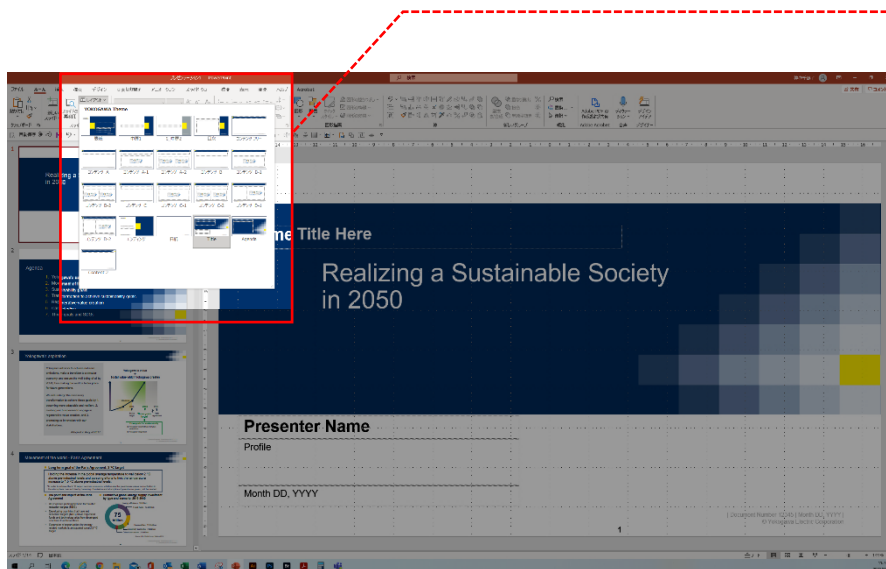
Destination file

Right-click on the destination file to open the context menu, then select the leftmost "Use destination theme" icon to insert the slides. The new theme will be applied.

Migration from 4:3 template

Step 2

The inserted slides are migrated along with the original templates.
For each migrated slide, select the slide and then click "Layout" on the "Home" tab.
Make sure the original layout is displayed, then select the layout that you wish to apply to the slide.
Repeat this for each slide that has been copied to the destination file.



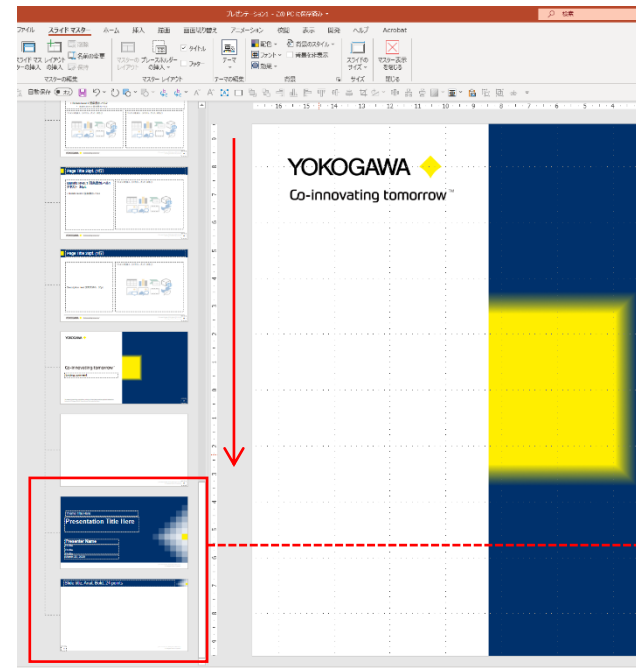
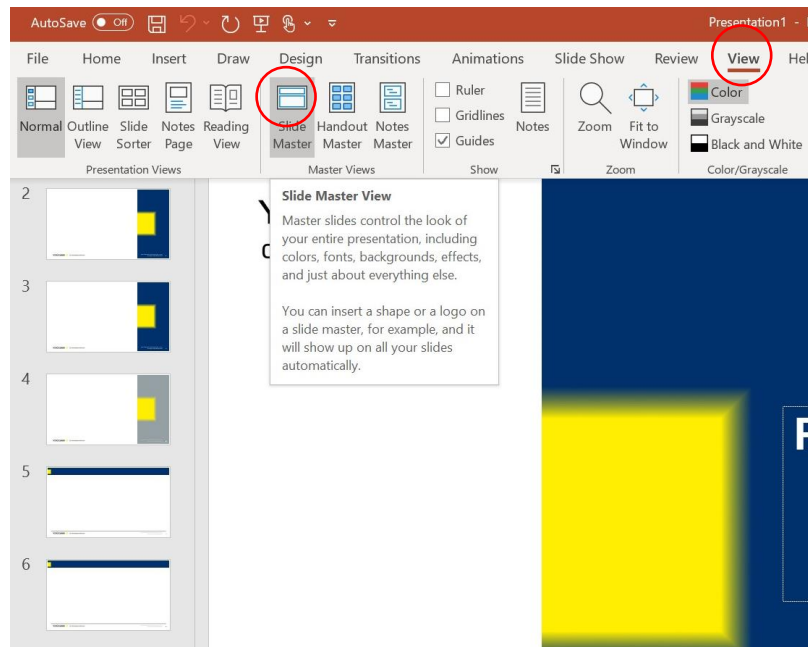
Select the new layout that is to be applied

The original layout

Migration from 4:3 template

Step 3

Delete the original layouts from the destination file's slide master. (This can only be done after completing step 2.) To delete an original layout, click on "Slide Master" in the "View" tab. When the slide master opens in the navigation window on the left, scroll down through the list of layouts to find and delete the original layout.



Slide Master

Migration from 4:3 template

Step 4

The inserted slides are converted to a 16:9 aspect ratio. The left and right margins of the inserted slides can be adjusted, if desired. Please note that logos and images will not be resized when the aspect ratio is changed.

With the migration, a new color palette will be applied, and the colors in the source file will be adjusted to the new colors. If you wish to keep using the same source file colors, see page 8 for information on how to do this.

Source file

Destination file



Agenda

1. Yokogawa's aspiration
2. Movement of the world
3. Sustainability goals
4. Transformation to achieve sustainability goals
5. Regenerative value creation
6. Case studies
7. Three goals and SDGs

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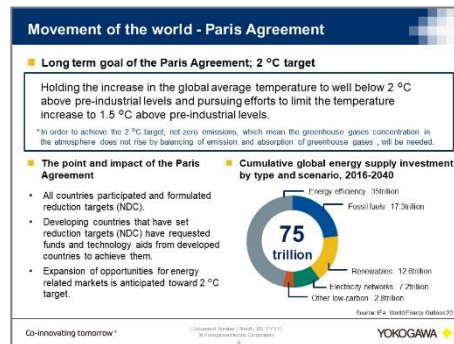


Appendix; 17 goals of SDGs

17 goals of Sustainable Development Goals (SDGs)

- 1. NO POVERTY: End poverty in all forms everywhere
- 2. ZERO HUNGER: End hunger, achieve food security and improved nutrition and promote sustainable agriculture
- 3. GOOD HEALTH & WELL-BEING: Ensure healthy lives and promote well-being for all at all ages
- 4. QUALITY EDUCATION: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
- 5. GENDER EQUALITY: Achieve gender equality and empower all women and girls
- 6. CLEAN WATER & SANITATION: Ensure availability and sustainable management of water and sanitation for all
- 7. AFFORDABLE AND CLEAN ENERGY: Ensure access to affordable, reliable, sustainable and modern energy for all
- 8. DECENT WORK & ECONOMIC GROWTH: Promote inclusive and sustainable economic growth, full and productive employment and decent work for all
- 9. INDUSTRY, INNOVATION & INFRASTRUCTURE: Build resilient infrastructure, promote inclusive and sustainable industrialization and innovation
- 10. REDUCED INEQUALITIES: Reduce inequality within and among countries
- 11. SUSTAINABLE CITIES & COMMUNITIES: Make cities and human settlements inclusive, safe, resilient and sustainable
- 12. RESPONSIBLE CONSUMPTION & PRODUCTION: Ensure sustainable consumption and production patterns
- 13. CLIMATE ACTION: Take urgent action to combat climate change and its impacts
- 14. LIFE BELOW WATER: Conserve and sustainably use the oceans, seas and marine resources for sustainable development
- 15. LIFE ON LAND: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and biodiversity loss
- 16. PEACE & JUSTICE: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
- 17. PARTNERSHIPS FOR GOALS: Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

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Movement of the world - Paris Agreement

■ Long term goal of the Paris Agreement; 2 °C target

Holding the increase in the global average temperature to well below 2 °C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5 °C above pre-industrial levels.

*In order to achieve the 2 °C target, net-zero emissions, which mean the greenhouse gases concentration in the atmosphere does not rise by balancing of emission and absorption of greenhouse gases, will be needed.

■ The point and impact of the Paris Agreement


- All countries participated and formulated reduction targets (NDC).
- Developing countries that have set reduction targets (NDC) have requested funds and technology aids from developed countries to achieve them.
- Expansion of opportunities for energy related markets is anticipated toward 2 °C target.

■ Cumulative global energy supply investment by type and scenario, 2016-2040

Energy efficiency: 35 trillion
Fossil fuels: 17.5 trillion
Renewables: 12 trillion
Electricity networks: 7 trillion
Other low-carbon: 2 trillion

Source: IEA's World Energy Outlook 2018

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Sustainability goals

Environmental Social Economic

Achieve Net-zero Emissions Ensure Well-being Make transition to Circular Economy

Three goals

Yokogawa will work to achieve net-zero emissions, make a transition to a circular economy, and ensure the well-being of all by 2050, thus making the world a better place for future generations.

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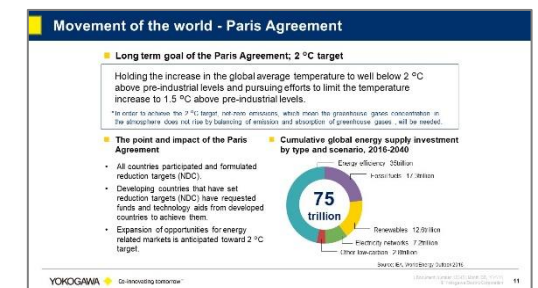


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Movement of the world - Paris Agreement

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Source: IEA's World Energy Outlook 2018

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Sustainability goals

Environmental Social Economic

Achieve Net-zero Emissions Ensure Well-being Make transition to Circular Economy

Three goals

Yokogawa will work to achieve net-zero emissions, make a transition to a circular economy, and ensure the well-being of all by 2050, thus making the world a better place for future generations.

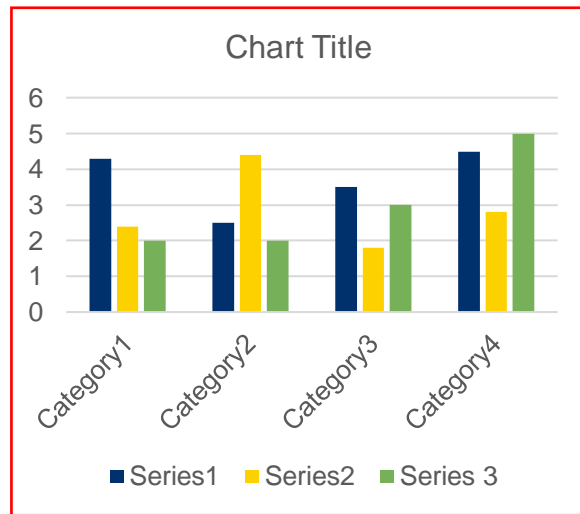
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Tips

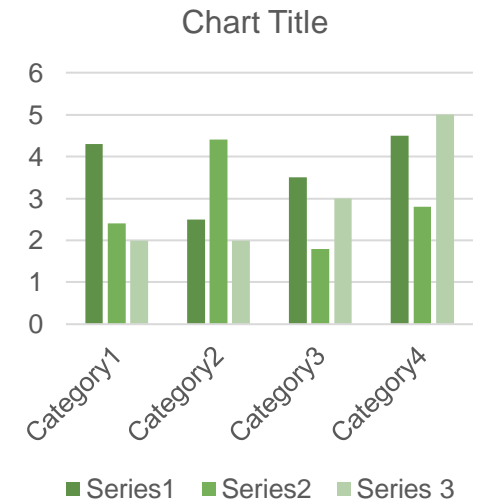
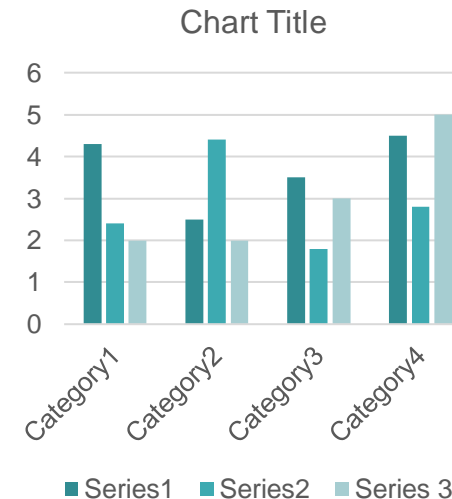
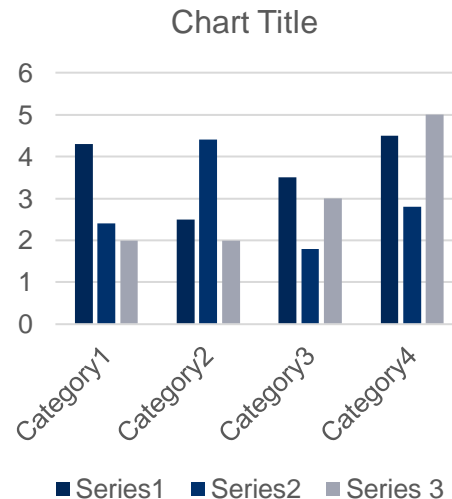
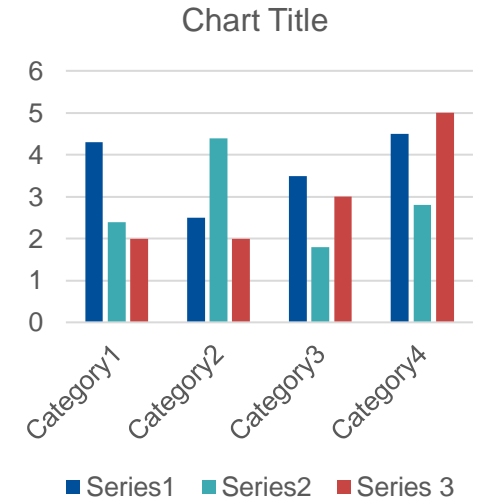
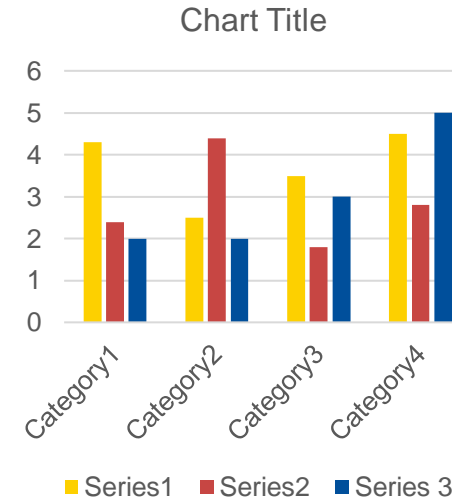
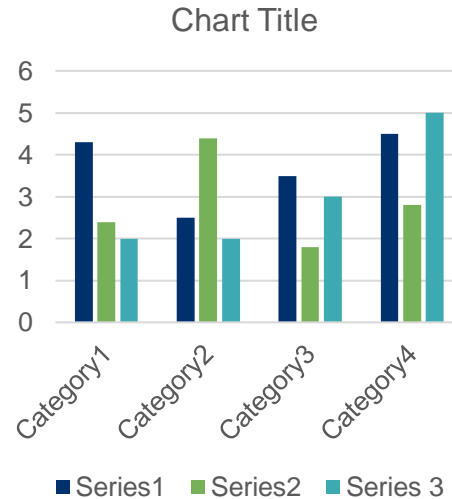
Chart color settings

The default setting for charts is for colors to be displayed in the same order as in the color palette.

You can easily change the order of the colors. It is also possible to use gradient graphs with different shades of the same color.

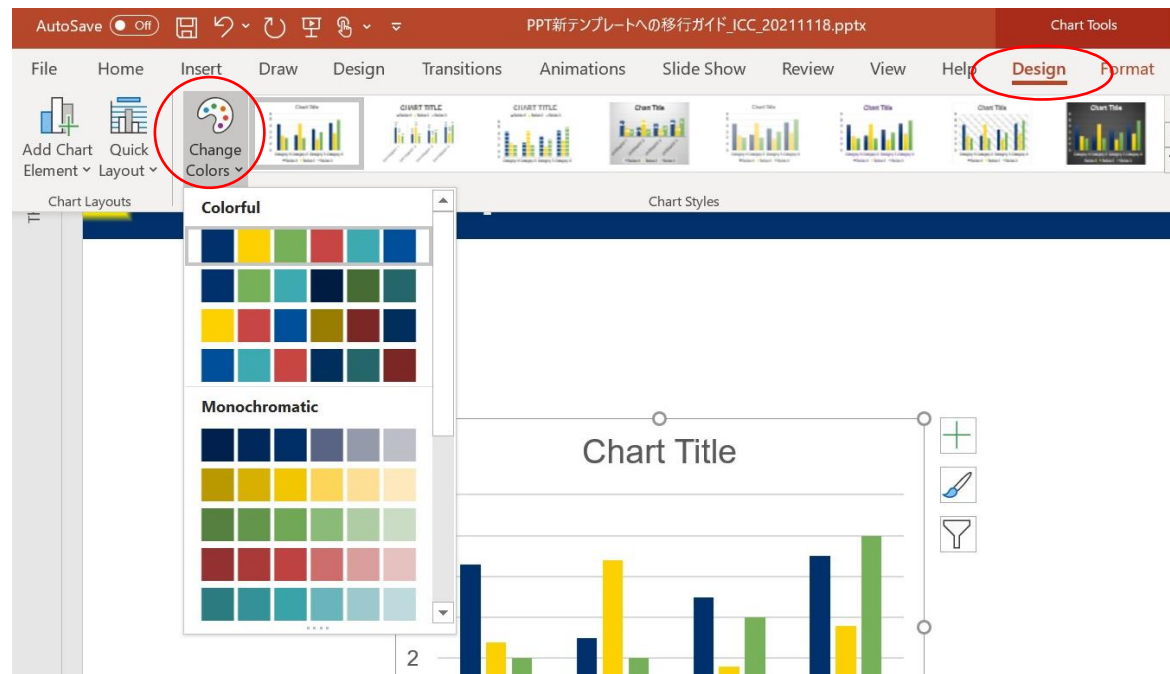


Graph with default setting



Customizing a Graph

Select a graph made with the default settings, then choose "Change Colors" from the "Chart Design" tab. You have a choice of four "colorful" palettes with colors in different orders and thirteen "monochromatic" palettes with a dark to light gradient for each color. Choose the pattern that best suits your graph.



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