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Guide on how to migrate to another PowerPoint template

Marketing Headquarters

Integrated Communications Center

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Preparation for using a new template for the first time

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Preparation for using a new template for the first time

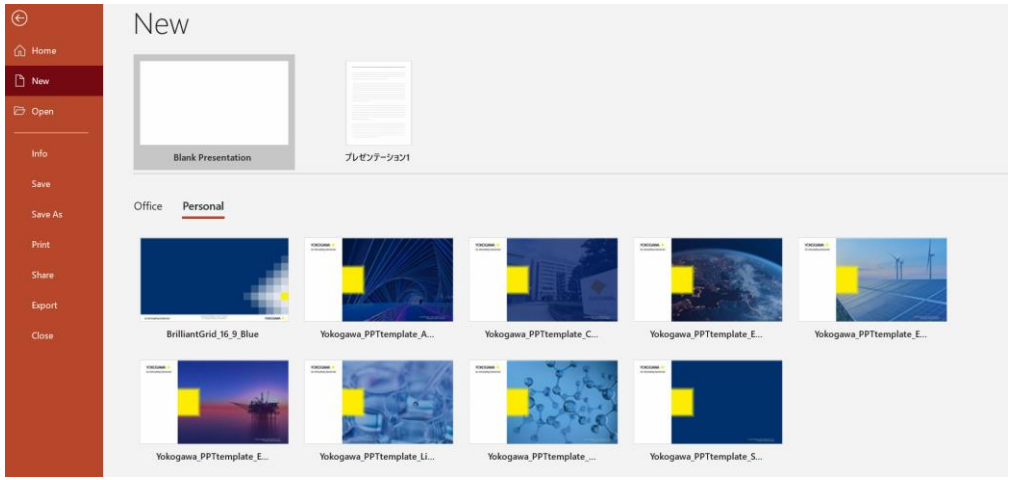
Step 1

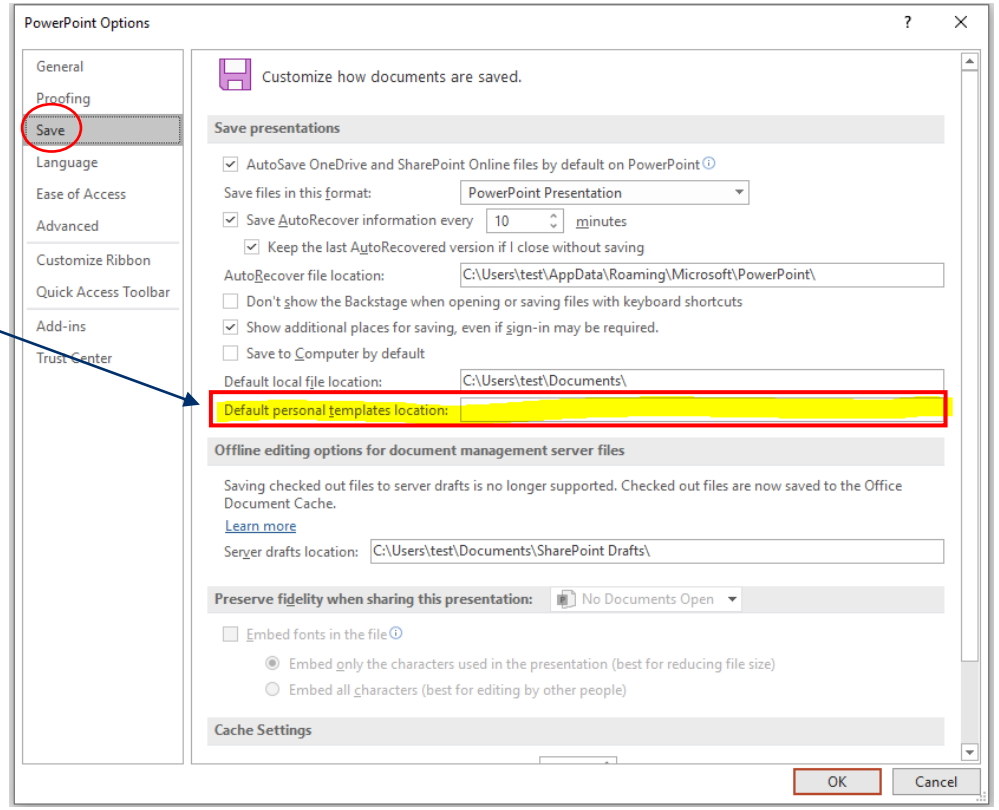
After downloading a new template, select "Save As" and save it in the Office Custom Templates folder, which is normally located in the documents system folder on the C drive.
Do not rename the file, and make sure that the extension is .potx.
(The location of the "Office Custom Templates" folder may vary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





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How to migrate from an existing template

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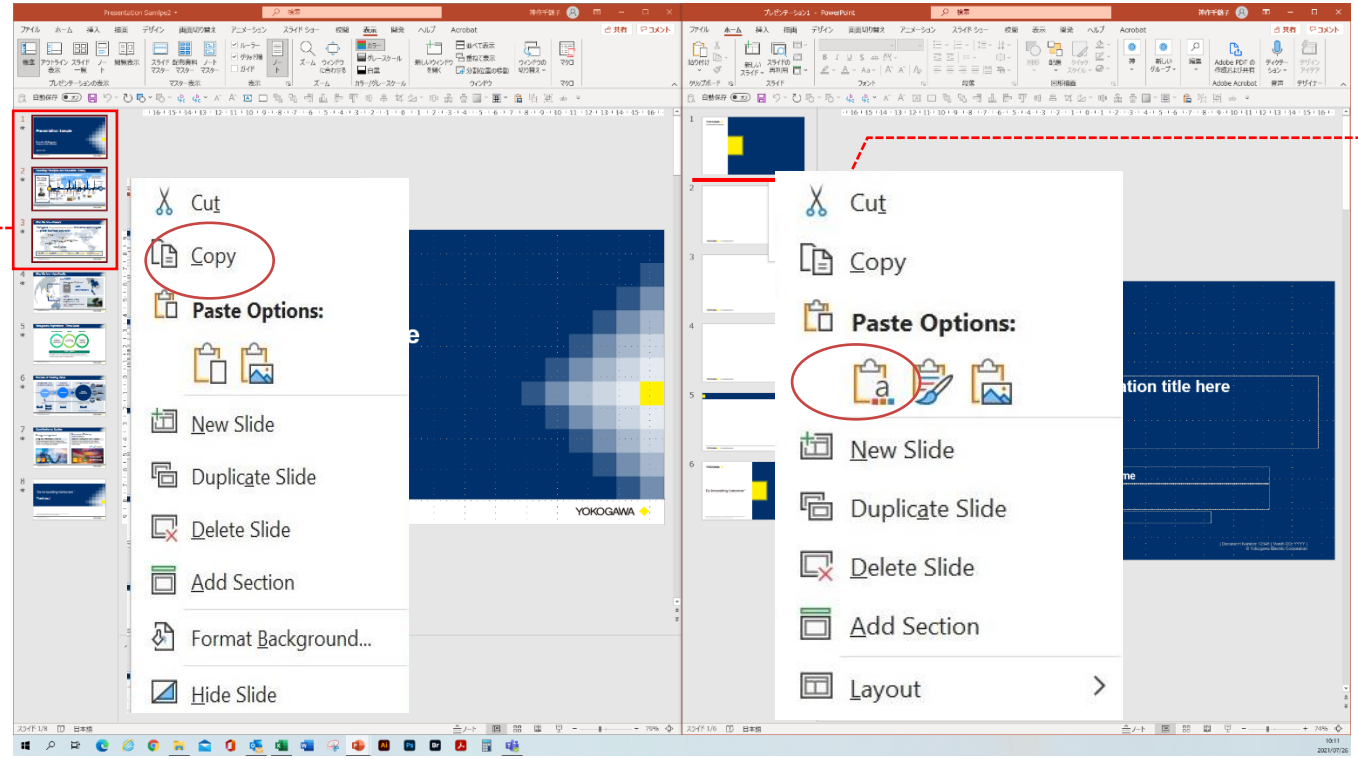
Migration from 16:9 template

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

Destination 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.”

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.

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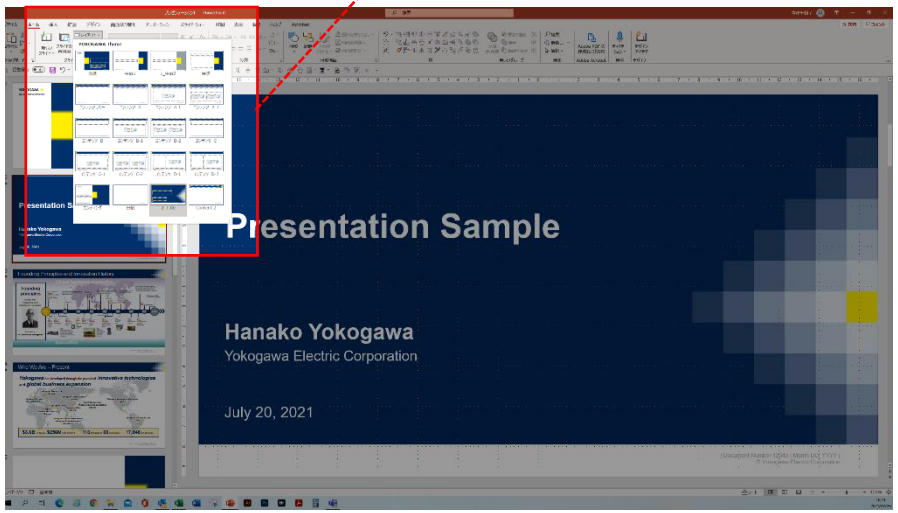
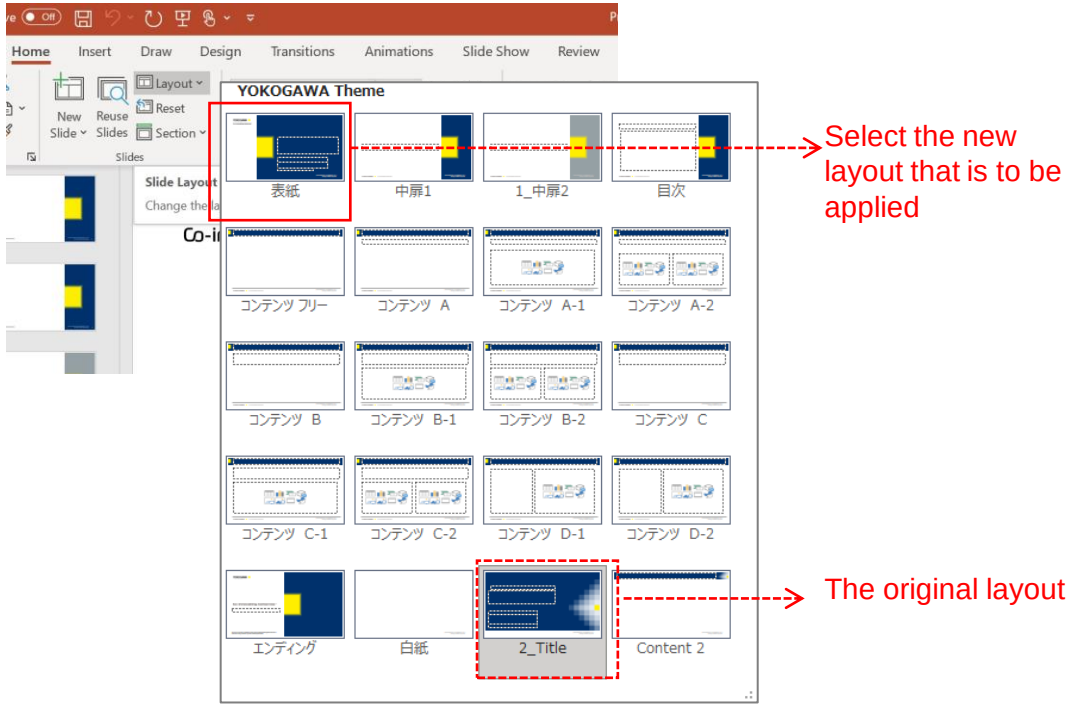
Migration from 16:9 template

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.





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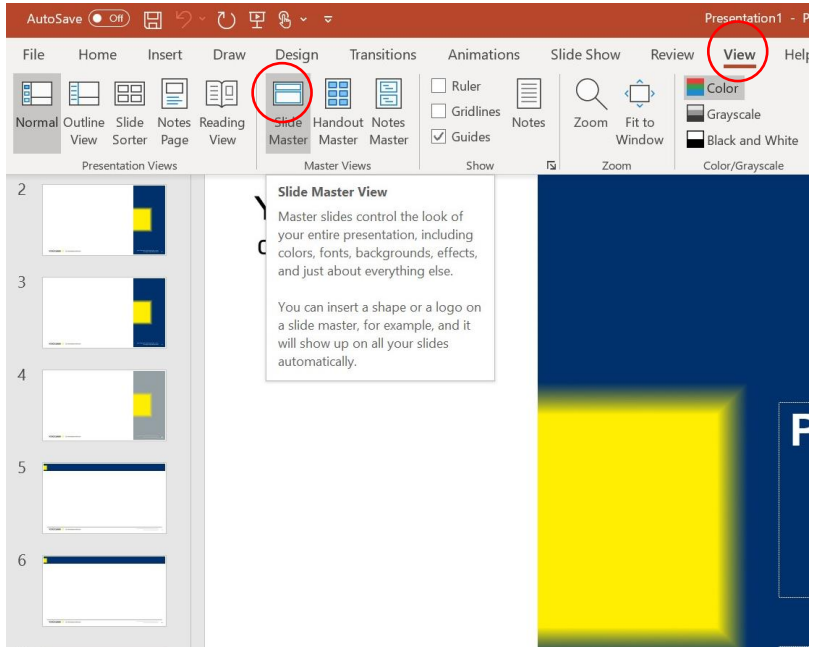
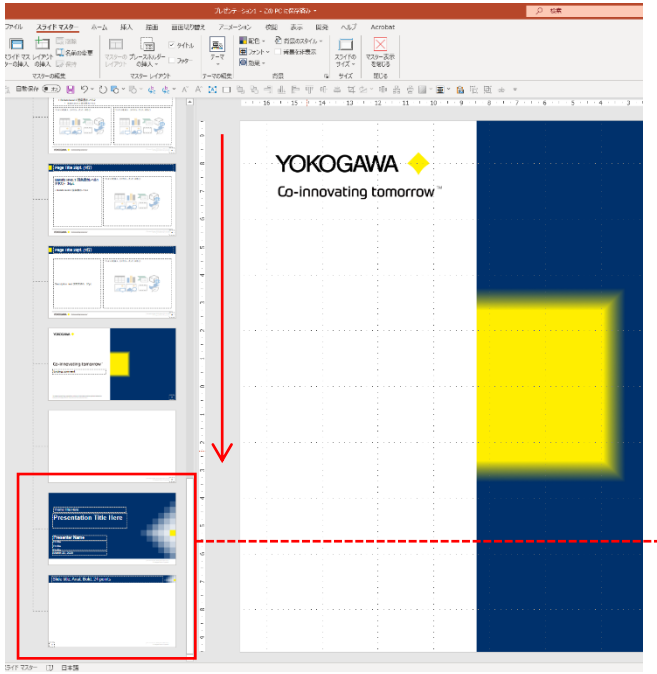
Migration from 16:9 template

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.





Slide Master

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Migration from 16:9 template

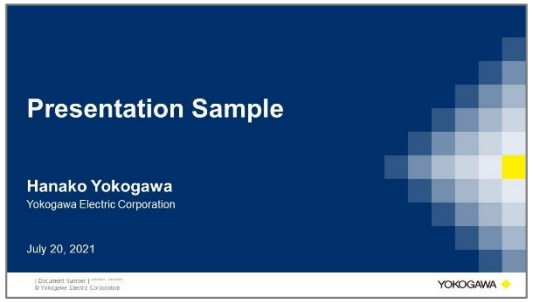
Step 4

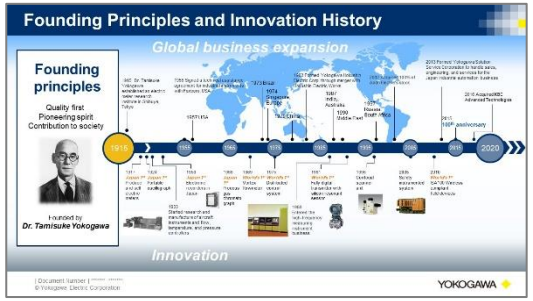
Whatever color palette was used in the source file will be adapted to the new theme's color palette.

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

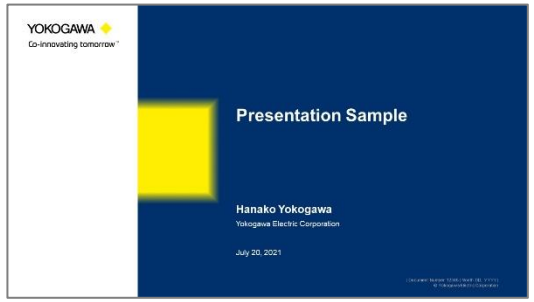
* If you wish to keep using the colors that are in the source file, see the next page for instructions on how to do this.

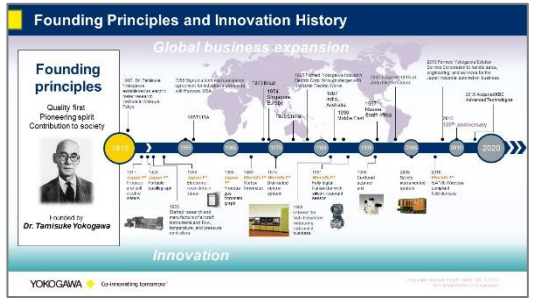
Source file





Destination file





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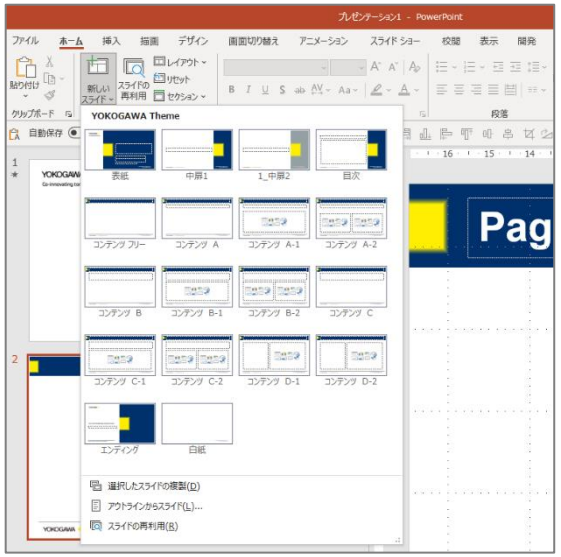
Reference: If you wish to keep using the original colors

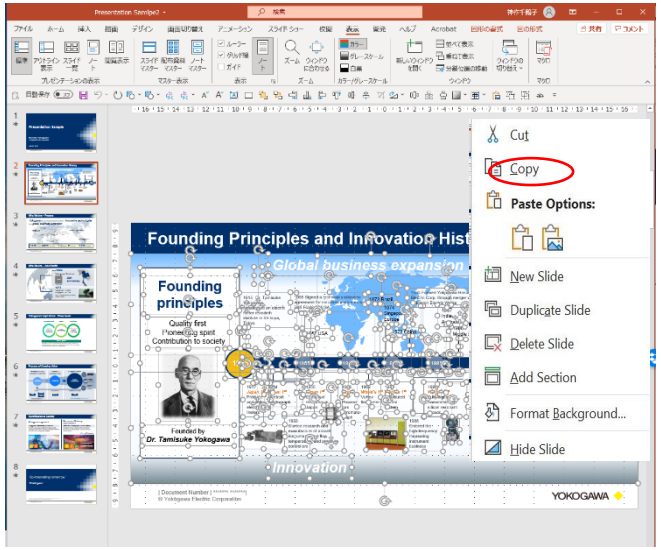
Ref: If you wish to keep using the original colors, migrate the objects only.

① In the new destination file, select "New Slide“ in the "Home" tab and then click on “Layout” to select an appropriate layout.



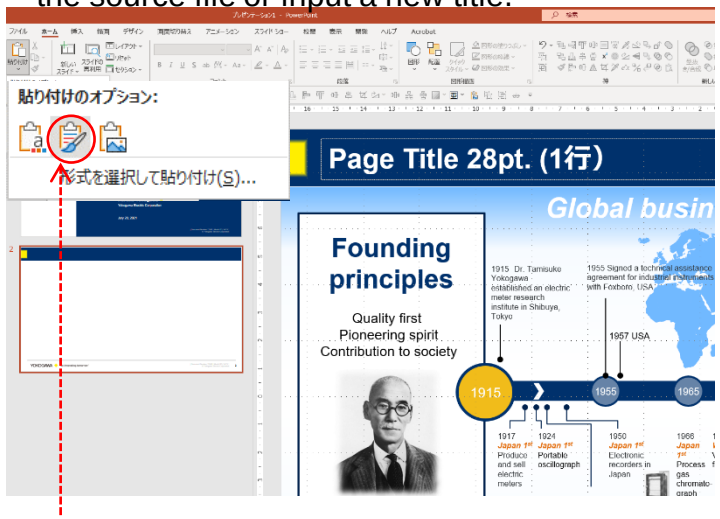
Destination file

② Select and copy all objects on the source page. Be sure to deselect the slide title and any footer items (page number, etc.)



Source file

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.



Select the “Keep source formatting“ option.

Destination file

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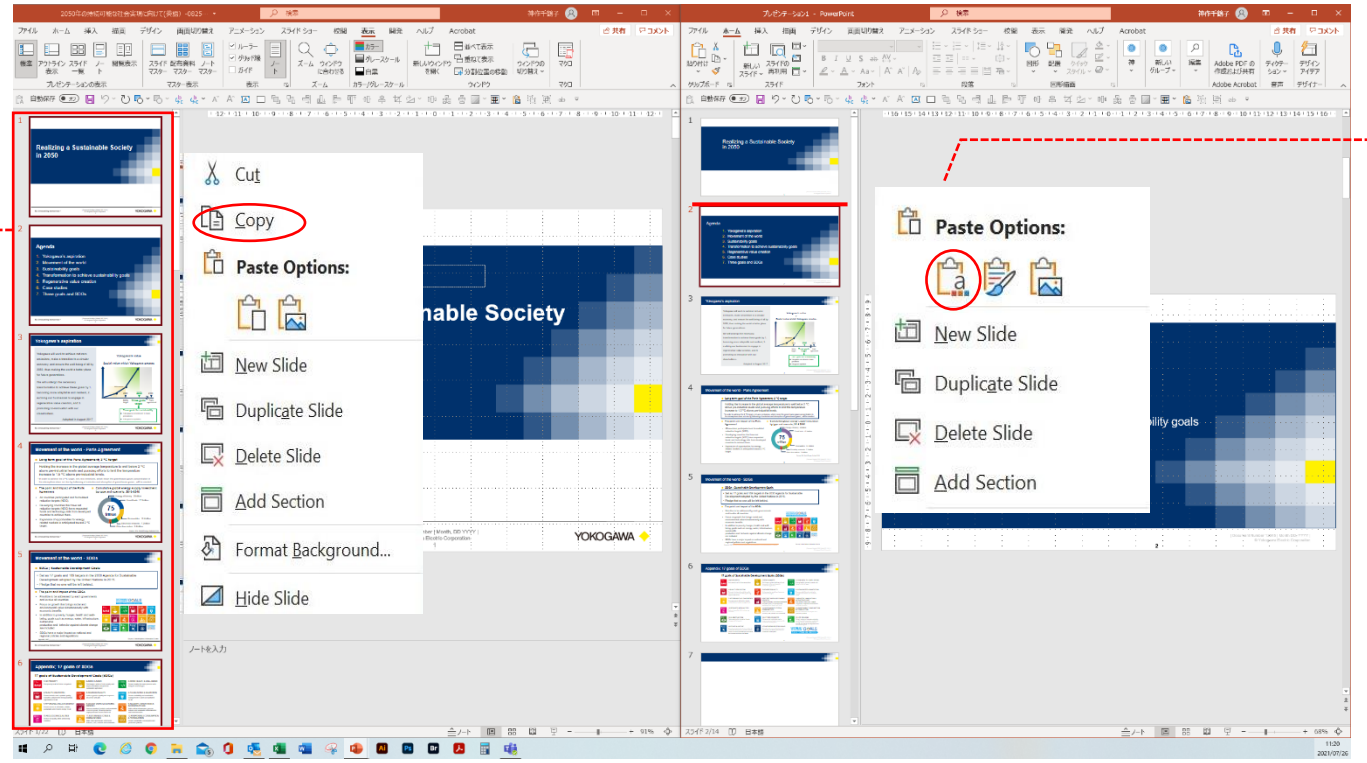
Migration from 4:3 template

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



Destination 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.”

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.

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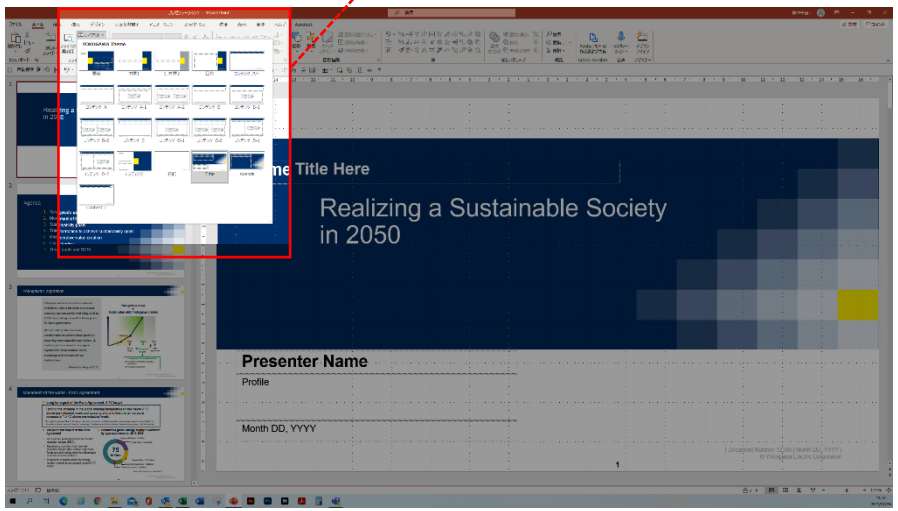
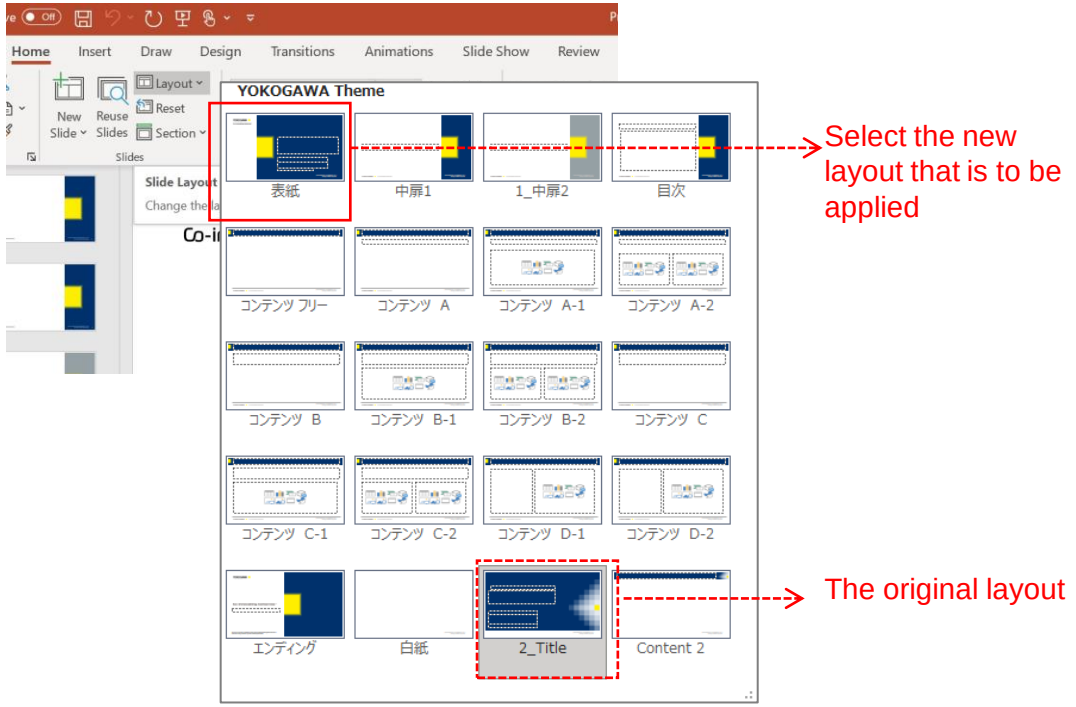
Migration from 4:3 template

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.





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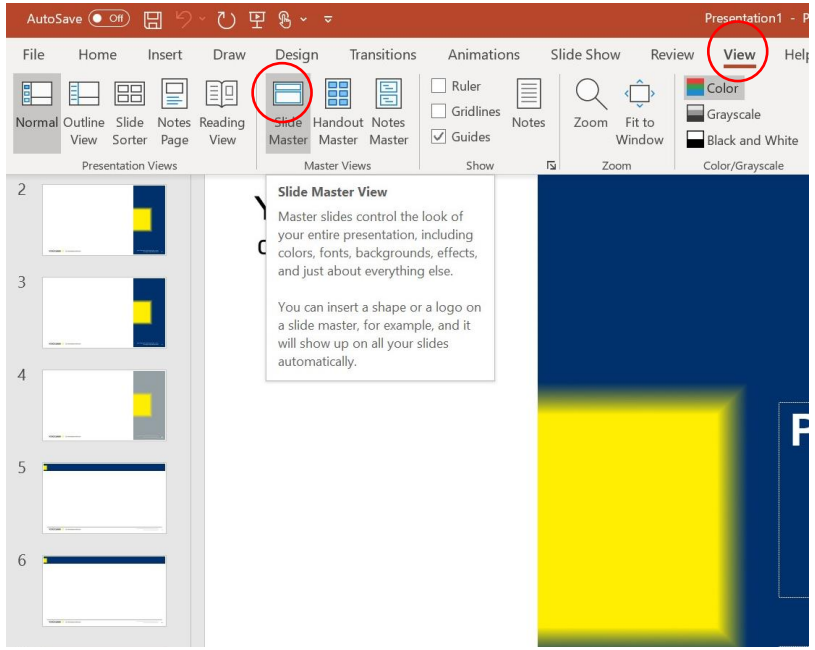
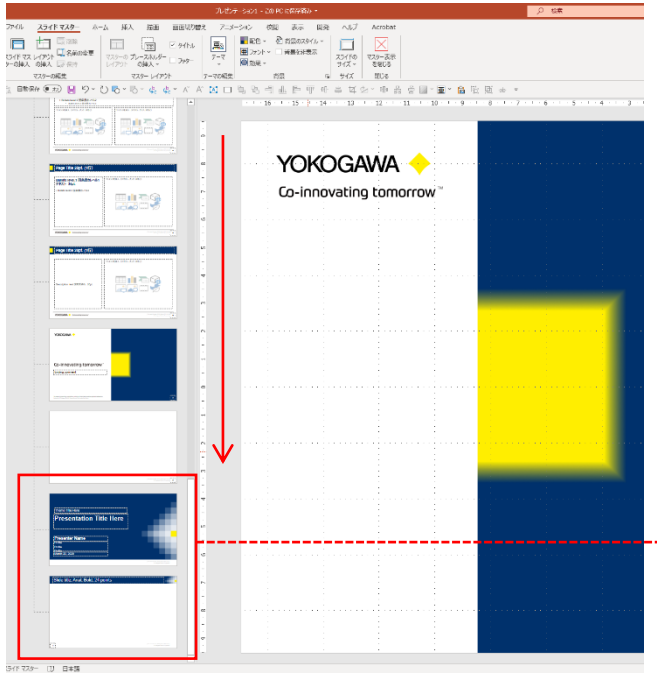
Migration from 4:3 template

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

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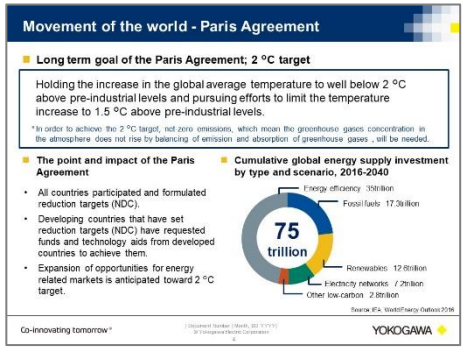
Migration from 4:3 template

Step 4

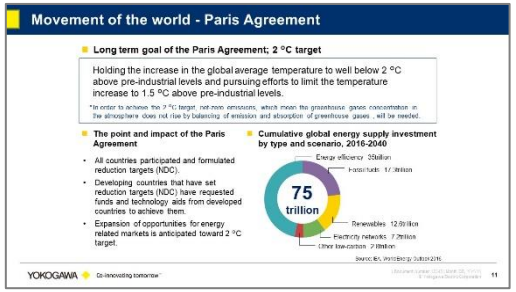
The inserted slides are converted to a 16:9 aspect ratio. The left and right margins of the inserted slides can be adjusted, if desired. Please note that logos and images will not be resized when the aspect ratio is changed.

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



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Tips

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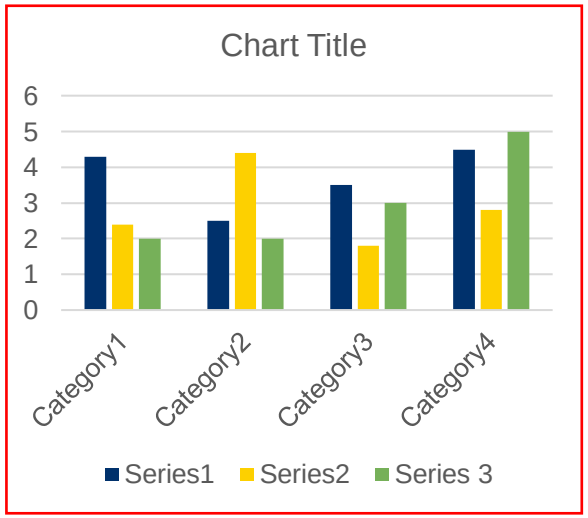
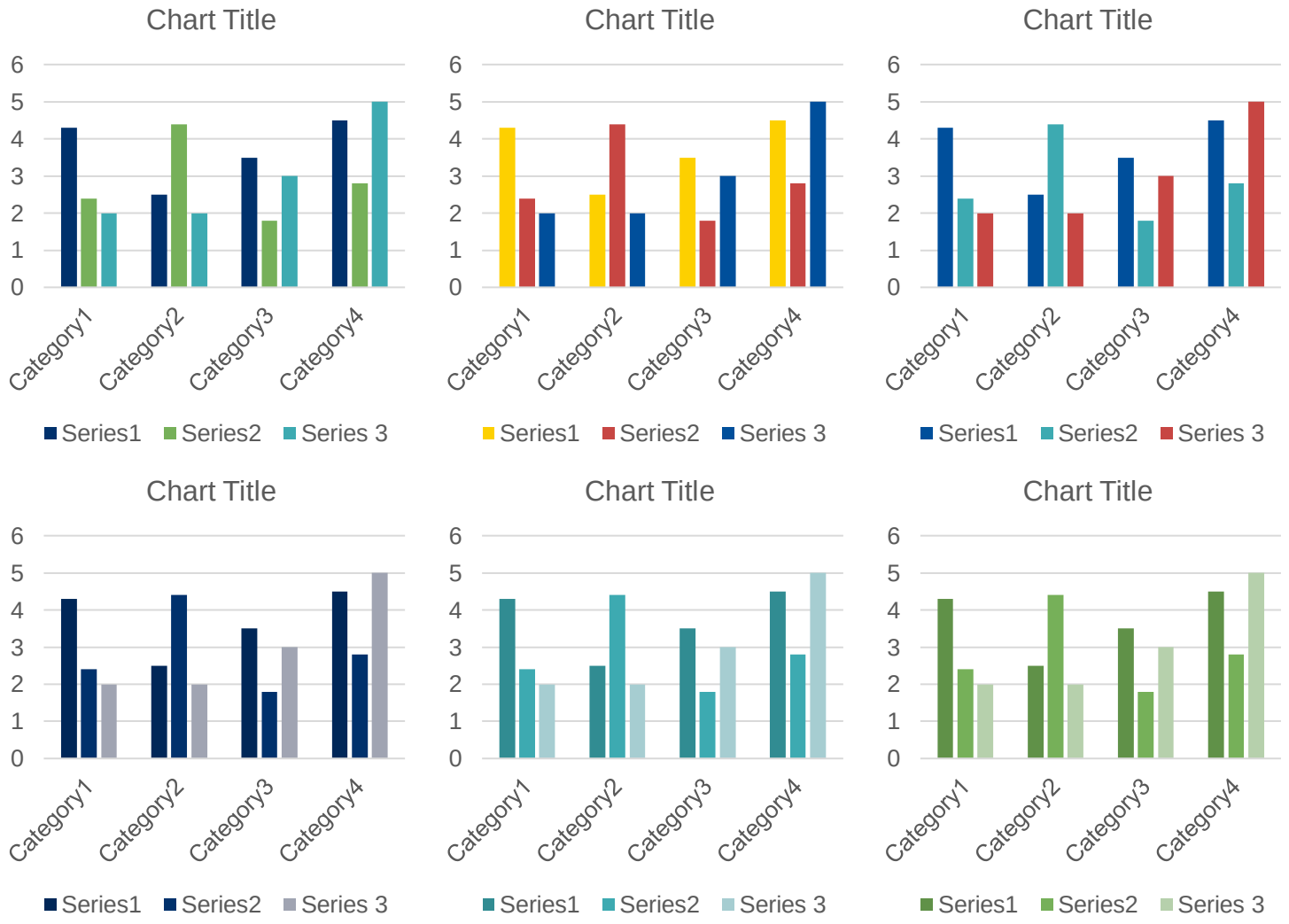
Chart color settings

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



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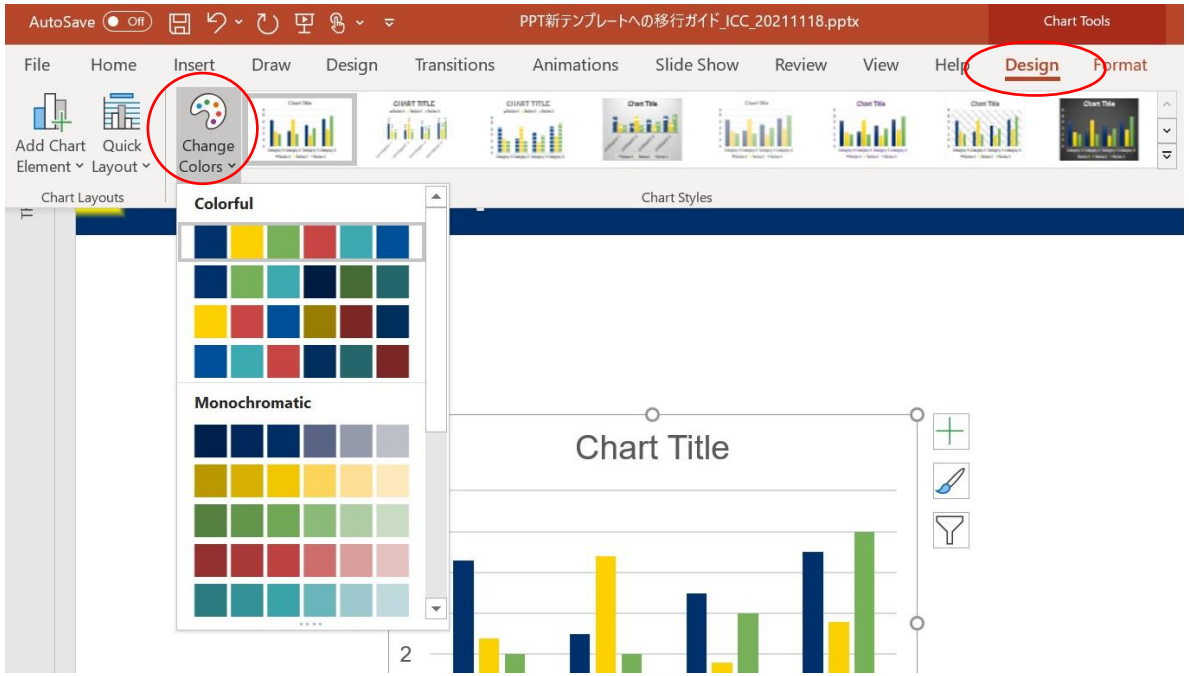
Customizing a Graph

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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