# Using the Updated PPT Template Options

Below are step-by-step instructions on using the updated PPT Templates and tips for resolving common issues when converting old PPTs to the updated version.

## Tips for a Smooth Transition

- Start with a clean template. Begin a new presentation using the updated theme rather than trying to update an existing one.
- Check your slide layouts. Make sure that your slide layouts are compatible with the new theme. If they aren't manually adjust them.
- Use the Slide Master. Modify the slide masters to apply changes to all slides at once.
- Save Often. Regularly save your presentation to avoid losing any progress.

## Updating the Individual And Justice For All Slide

If you need to update the And Justice For All slide in an existing presentation, you can insert the individual slide from the updated PPT. (You can use this process to replace or insert any new slide into existing presentations).

First, download and save one of the new PPT templates to your computer.

Next, open up your existing presentation.

Select **Insert > Reuse Slides.**

Navigate to the template you downloaded and insert that last slide.
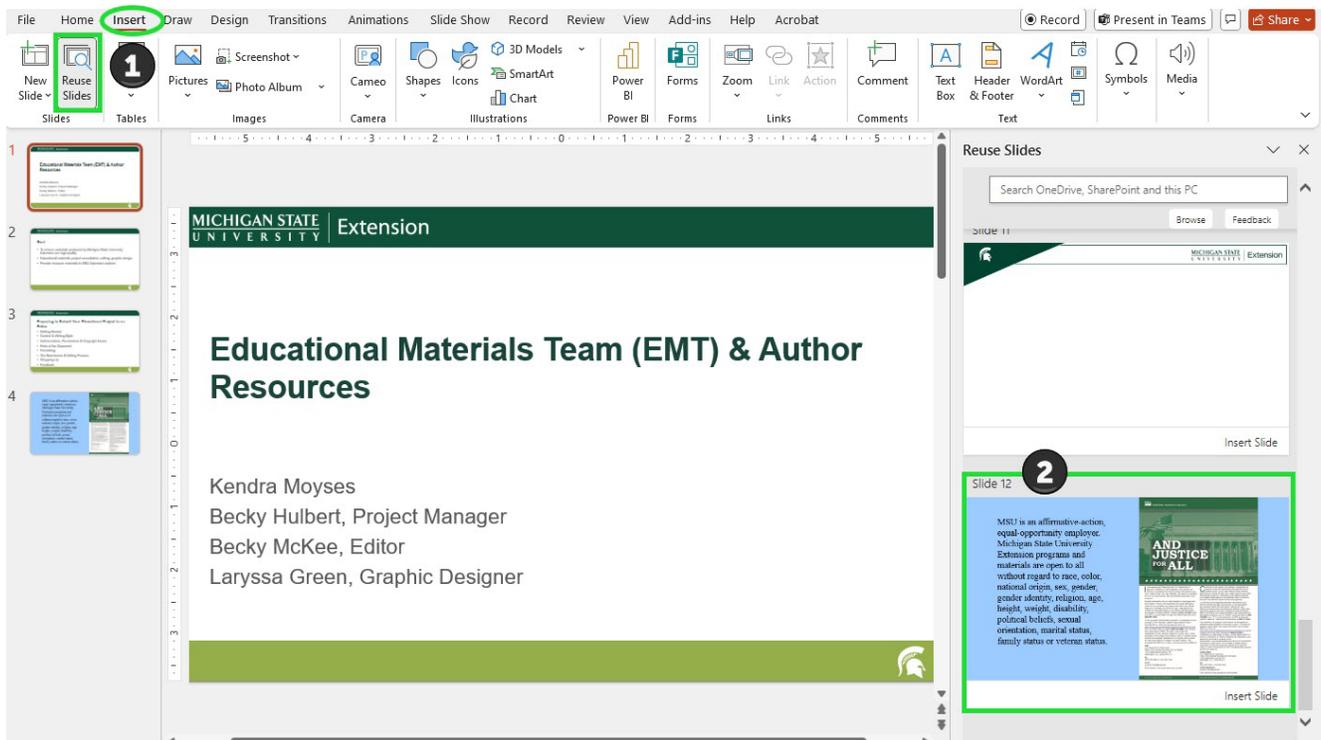
## Apply the New Template to an Existing PowerPoint Presentation

You can update previous PowerPoint presentations with the new PPT template by using the Themes option under the Design menu.

First, download and save the new PPT template you want to use to your computer. Save the file as a **PPT Template**.

Next, open up your existing presentation.

Select **Design > Themes > Drop Down Menu > Browse for Themes.**

Navigate to the template you downloaded and select apply. Depending on your version of PPT, you may have to select the new template design from the template menu before it will apply to your existing slides.
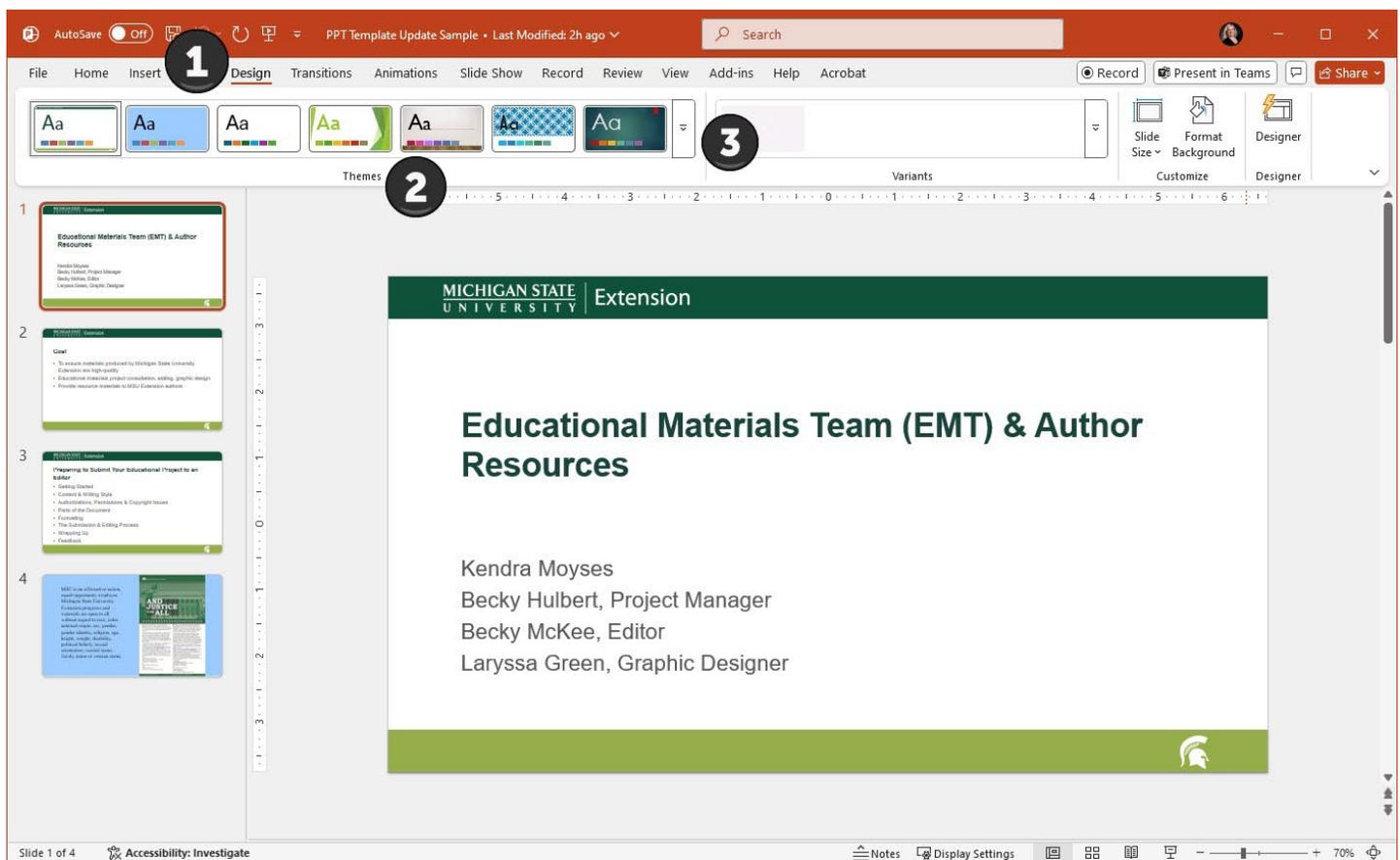


This video by SlidesCarnival shows the step-by-step process:
https://www.youtube.com/watch?v=1HMQnCW43rI.

## Adjusting the Slide Layout

Applying a new template may alter the layout of your old content to match the new template format, so you may need to make a few manual adjustments. One easy way to do this is to use the Layout option.

After you have applied the new template to your PPT slides, review the slides to make sure all the content is displaying properly.

If you find slides that need to be adjusted select **Home > Layout** and select the slide layout that best fits your content. Check to make sure that all elements are sized and aligned correctly on the new slide.
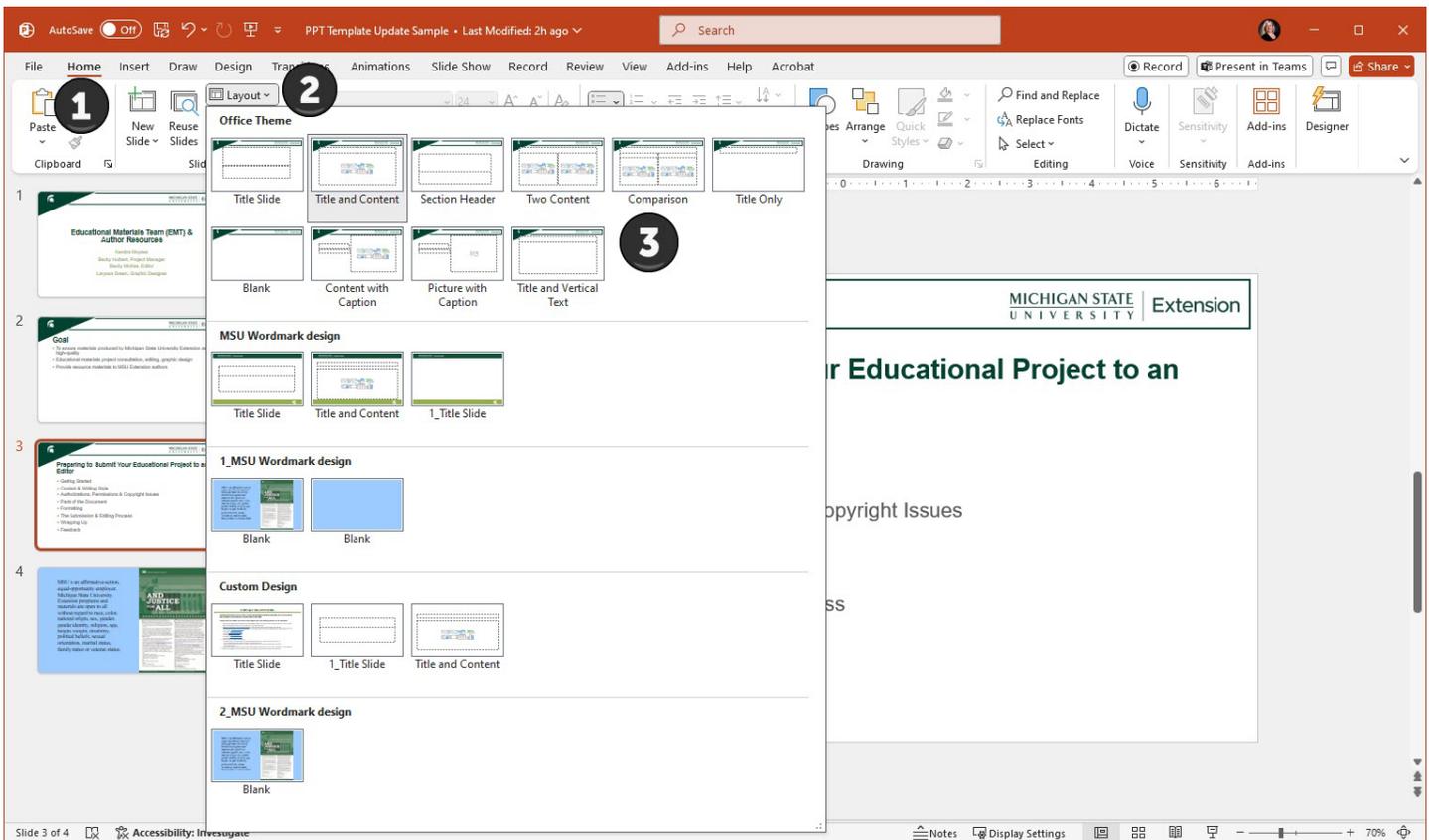


## Save as a Template

Once your slides are adjusted to look how you want them to you can save that presentation as a template so you can use it as the template for future presentations. You can also do this when you download the updated PPT templates so you can work on your slides in a blank presentation and then apply the template to the slides once you are done entering content.

Select **File > Save As or Save a Copy** and choose **PowerPoint Template** from the drop-down menu of save as file types.

## Common Issues and Solutions

When updating older PowerPoint slides with a new design theme (template) you may encounter issues where the new theme doesn't fully apply, or old layouts override the new ones. Here are some common issues and solutions to fix.

**Layout Overrides:**

The old slide layouts are still there preventing the new theme layouts from being applied. Try these options:

- Use the slide layout option to try and change the layout of the slide into the new theme layout.
- Create a blank presentation with the new theme and then copy and past the content from the old presentation into the new one.
- Carefully edit the old presentation's slide master to match the new theme. Make sure that the layout names, placeholders, types and fonts are consistent with the new theme.

**Theme Not Applying Correctly:**

The new theme might not apply to all slides or certain elements, leaving behind old formatting. Try these options:

- Make sure you are applying the theme to "all slides".
- Select the new theme from the Theme drop down menu and apply to all slides.
- Try applying the new theme to the Slide Master.
- Manually format elements to match the new theme or chose the specific slides that are having issues and use the Apply to Selected Slides option.

## Important to Note with Legacy Slides or Older Versions of PPT Slides

- The Design Ideas feature may not generate new designs or might suggest outdated layouts based on the old theme.
- Applying a new theme may not work seamlessly with older slide layouts or older versions of PowerPoint. When this happens, the best option is to create a new presentation with compatible template or manually update the slide layouts to match the new theme.