**How to transfer your PowerPoint presentation to the new Branding.**

1. Find & download the new PowerPoint branding at [Participation & Lifelong Learning Business Support - \_Templates - All Documents (sharepoint.com)](https://hants.sharepoint.com/sites/HF/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FHF%2FShared%20Documents%2F%5FTemplates) and save into your personal file manager / file browser

Graphical user interface, text, application, email

Description automatically generated

1. You will need to delete the text boxes and then save the blank slide on your desktop. You can overwrite the original download if you want.

Graphical user interface, application

Description automatically generated

Graphical user interface

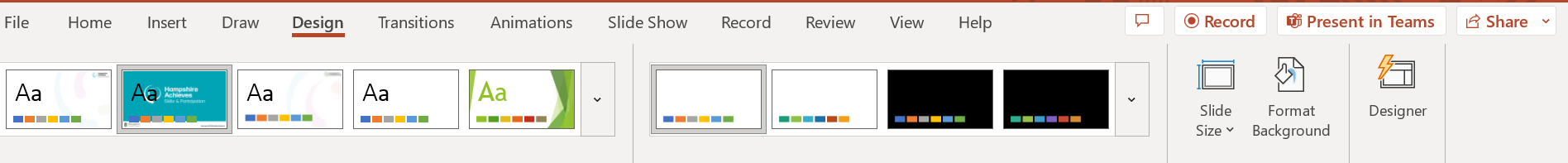
Description automatically generated with medium confidence

1. Open your PowerPoint presentation, click on the Design tab…

Graphical user interface, application

Description automatically generated

…and select the drop-down arrow.



1. Click browse for themes…



Graphical user interface, application, PowerPoint

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…and double click your saved background template from the file manager.

Graphical user interface, application

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This will apply your new background to the PowerPoint presentation.

1. You may find that you need to insert the “Front Page” separately by cutting and pasting from the original file.

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