Import a Slide into the Template

1. Open PowerPoint and the file you wish to import slides into.
2. Select the “**Home**” menu.
3. Choose “**New Slide**” > “**Reuse Slides…**“.

4. The “**Reuse Slides**” options will appear on the right side. Select “**Browse…**” > “**Browse File…**“.

5. Navigate to the file that you wish to import slides from. Select it, then choose “**Open**“.

6. Locate and select the slide(s) you wish to import. If you wish to keep the formatting of the imported slides, select the “**Keep source formatting**” check box.


If you accidentally import an unwanted slide, use the **CTRL + X** keyboard shortcut to undo the last change or right-click the slide and select “**Delete Slide**“.

**NOTE: You may still have to use the Layout and Reset buttons to format the slide.**