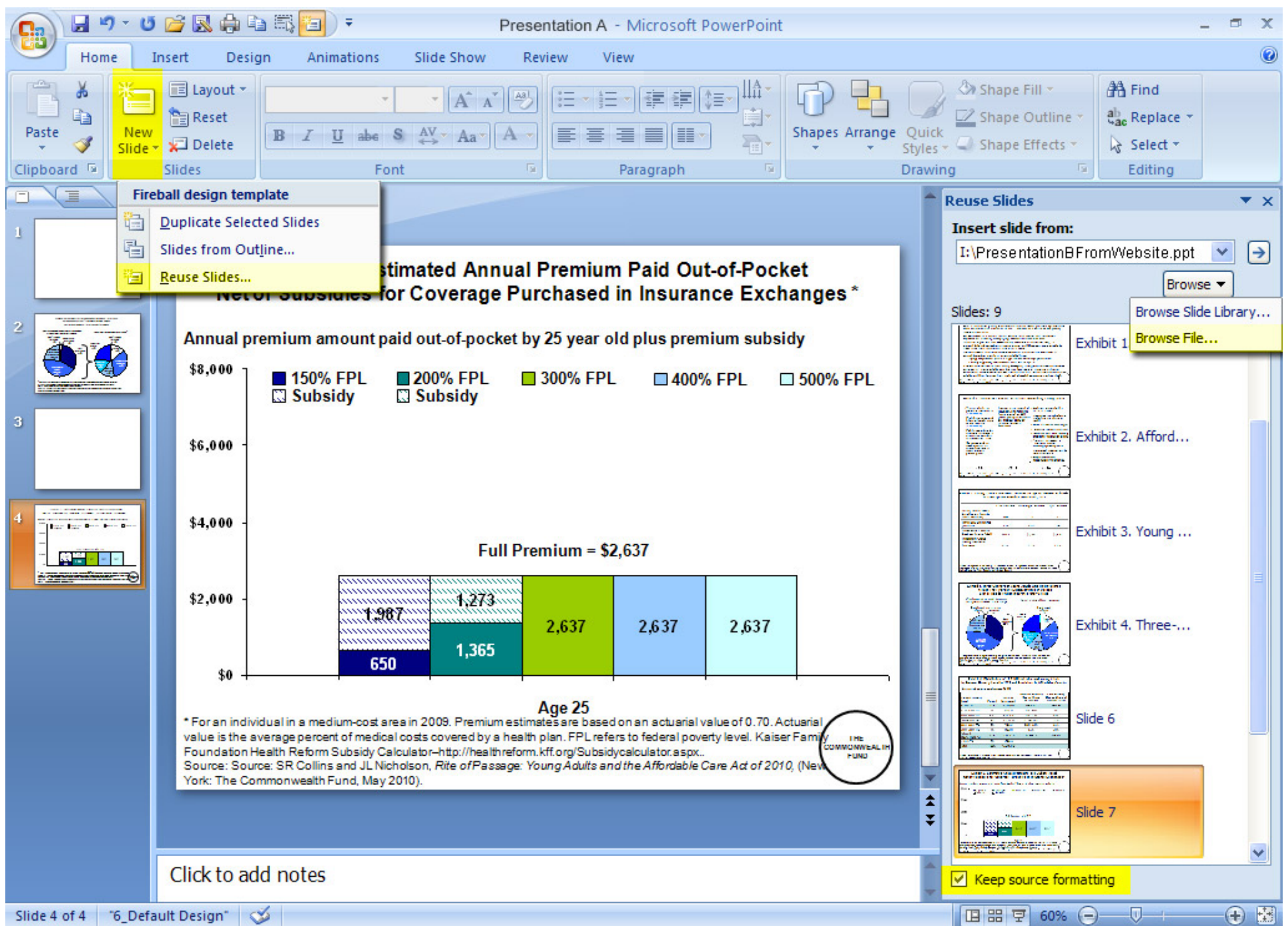


How to use slides from an online presentation and use them in another PowerPoint Presentation, while retaining the formatting of the original slide.

- Save the online PowerPoint file to your computer. You may do this by either...
 - Right click the online PowerPoint link and select "Save Target As" – then save it to a folder location you can remember on your computer.
 - OR – click on the PowerPoint link. You may get the option (depending on browser) to "Save" or "Open". Select to "Save" the presentation to your computer.
- Open the PowerPoint presentation you are working on (Presentation A)
- Find the location of the "New" slide (in Presentation A) you wish to use from the PowerPoint Presentation you just saved from the website (Presentation B)
- In Presentation A, click on "New Slide" – then "Reuse Slides"
- A side column will appear where you can select "Insert Slide From:" and "Browse" on your computer for Presentation B
- Be sure to "Browse File"
- Find and Select Presentation B
- All the slides from (Presentation B) will appear in the column to choose from
- Be sure to check off the box marked "Keep Source Formatting" and then click on the slide you wish to use in Presentation A

The slide is inserted and keeps the formatting from the original presentation.



If you require additional assistance, please contact us at info@allhealth.org