

## Converting Your Old PowerPoint Presentation to the New AMP PowerPoint Template

- 1. Download the AMP PowerPoint Template to your desktop and open the PowerPoint.
- 2. Open a copy of your old PowerPoint and select all of the presentation slides.
- 3. Copy and paste the selected slides into the AMP PowerPoint Template.
- 4. Your original slides should automatically convert to the new format.
- 5. For slides that do not convert to the new format, use the "Layout" button to change the layout of the slide to match the appropriate theme/format.



6. Make any other formatting edits as you see fit.

Note: All of the templates have been preset with the appropriate fonts and colors.