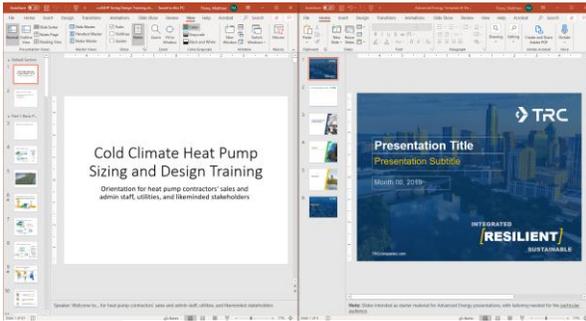


Merging PowerPoint formats to customize non-branded Training Presentation Content Slides

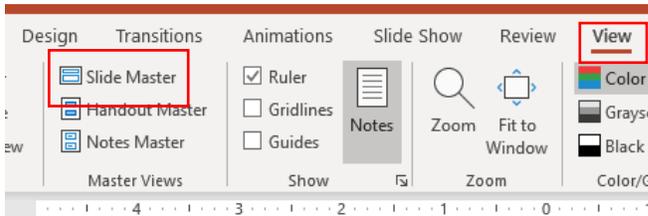
These instructions will show you how to re-brand non-branded training slide decks, such as the “Introductory Sizing and Design Training” and the “Technical Sizing and Design Training,” with your organization’s Power Point styles and branding. Estimated time to complete task: 30 to 45 minutes

Import Master Slides from Your Organization’s Power Point

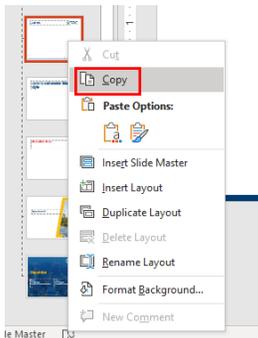
1. Open the NYSERDA-provided training deck. Next, open your organization’s Power Point deck template and position side-by-side, as shown.



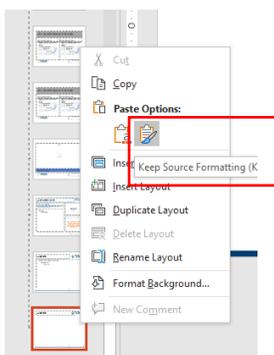
2. In both Power Point decks’ ribbon, click **View / Slide Master** to go into slide master view.



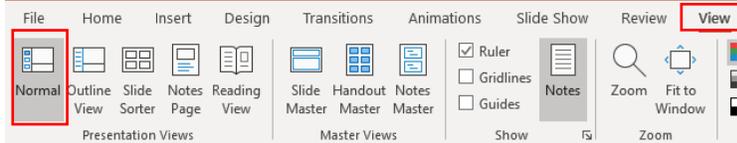
3. Identify the master slides you wish to use in the training deck, and then:
 - (1) In your organization’s Power Point, right-click on the master slide you wish to import and **select Copy**.



- (2) Navigate to the training deck, right click on any master slide and **select Paste/Keep Source Formatting**.



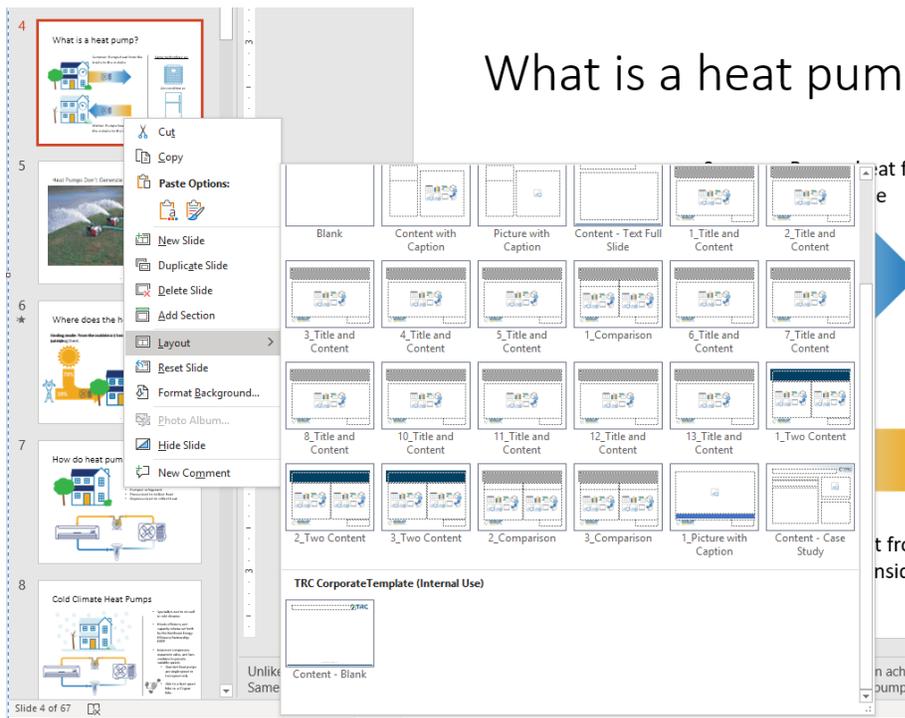
- In the ribbon of both Power Point decks, click **View / Normal** to go back to Normal view.



Update Slides with Your Organization's Formatting

With your organization's master slide(s) inserted into the training deck, you may now update each individual slide to match your organization's styles/formatting.

- In Normal view in the training deck, right-click any slide you wish to update, and select **Layout** to choose the appropriate master slide.



- Edit the slide as needed to conform to your organization's styles and formatting.

