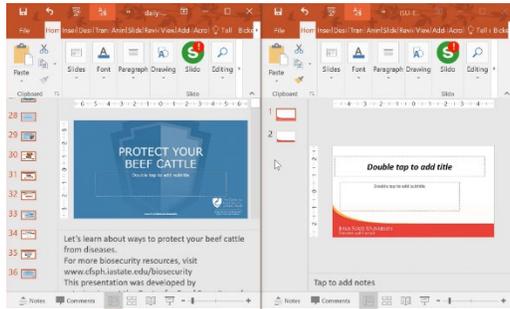# How to Combine Slides with Different Backgrounds in PowerPoint

You are welcome to KEEP the slides in their original background and add your own branding to it as the presenter. Please acknowledge the source of the content whenever using the slides.

1. Open both slide sets you wish to combine. Use "Ctrl+A" (PC) or "Command+A" (Mac) to select all slides you want to transfer to another slide set. Then use "Ctrl+C" or "Command+C" (Mac) to copy the slide set.


2. Then, put your cursor in the slide set where you want the copied slides to go. Use "Ctrl+V" (PC) or "Command+V" (Mac) to paste the slides. This will take the slides you copied and put them into the template you wish to switch to.
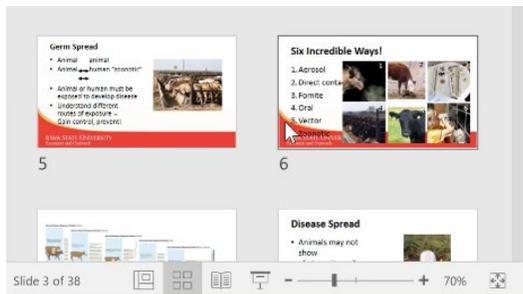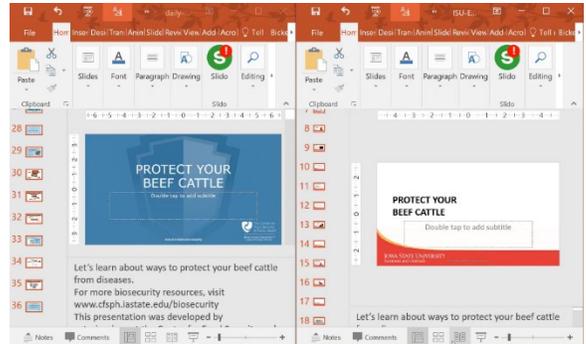
3. It is best to review slides after the transfer. When copying slides and pasting them to a different background, formatting errors may occur depending on how Slide Master was used in the other slide set.

Keeping the Source Background

1. Repeat Step 1 from the above directions.

2. Then, put your cursor on the other slide set, wherever you want the slide set inserted. A thin bar will appear. Hover your cursor over the bar and right click.

3. This will give you 3 pasting options:
   - Use destination theme
     - This will be like cut/paste in step 2 above. Unless they are presentations from this project, formatting may be affected.
   - Keep source formatting
     - This will ensure formatting stays as it was made originally. This is pictured on the right.
   - Picture (not recommended for this material)
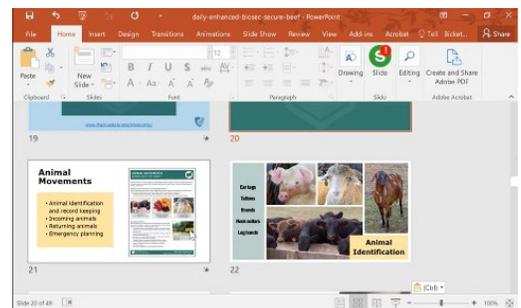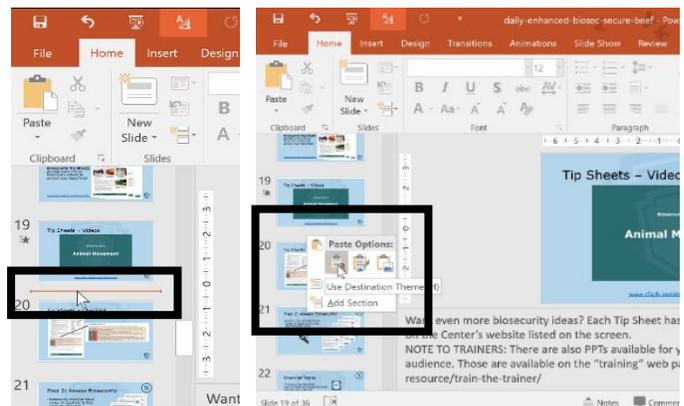
This guide was put together for biosecurity trainers and downloaded from:
https://www.cfsph.iastate.edu/biosecurity-resource/train-the-trainer/