

Applying a Penn Law theme to an existing PowerPoint

Step 1

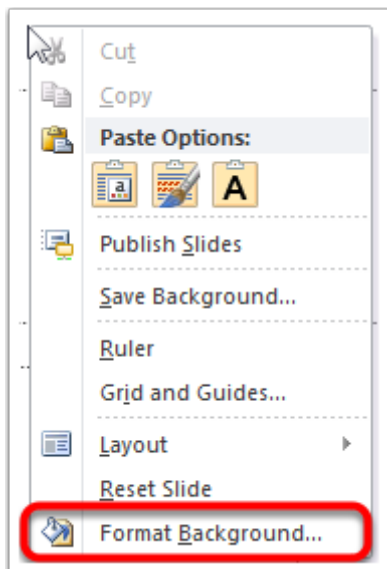
Visit <https://www.law.upenn.edu/its/docs/office/powerpoint.php> and click on the theme you like.

Step 2

Click **Open** to open the selected theme in PowerPoint.

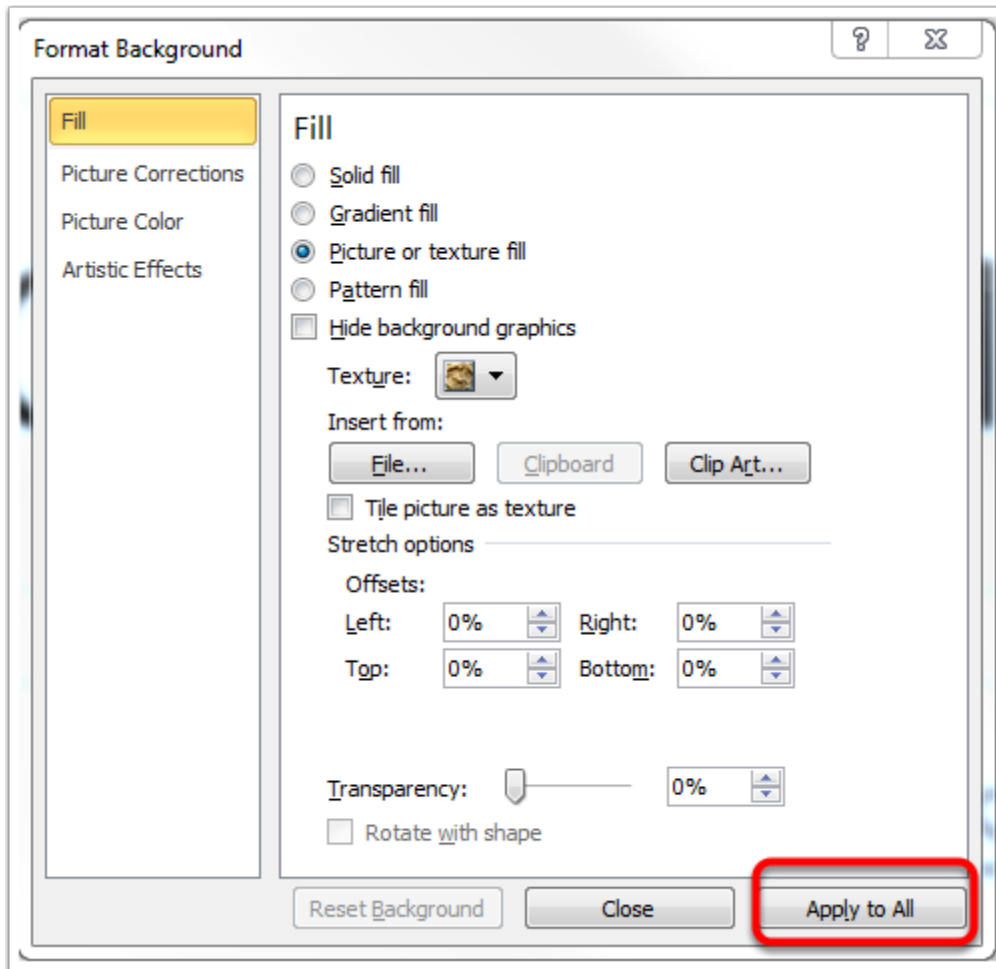
Step 3

Right click anywhere within the slide and select **Format Background**



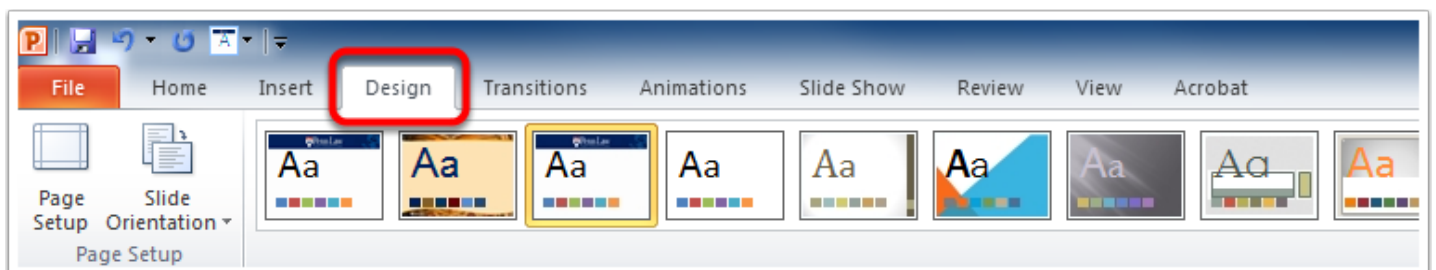
Step 4

Click on the **Apply to All** button. Then, close this window.



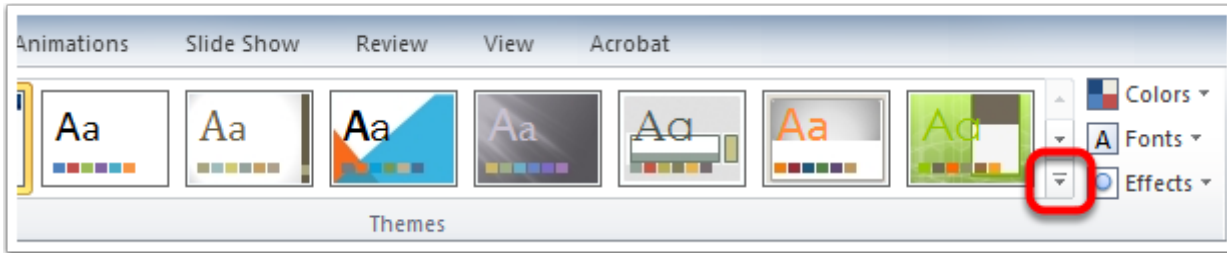
Step 5

Click on the **Design Tab** in the Ribbon.



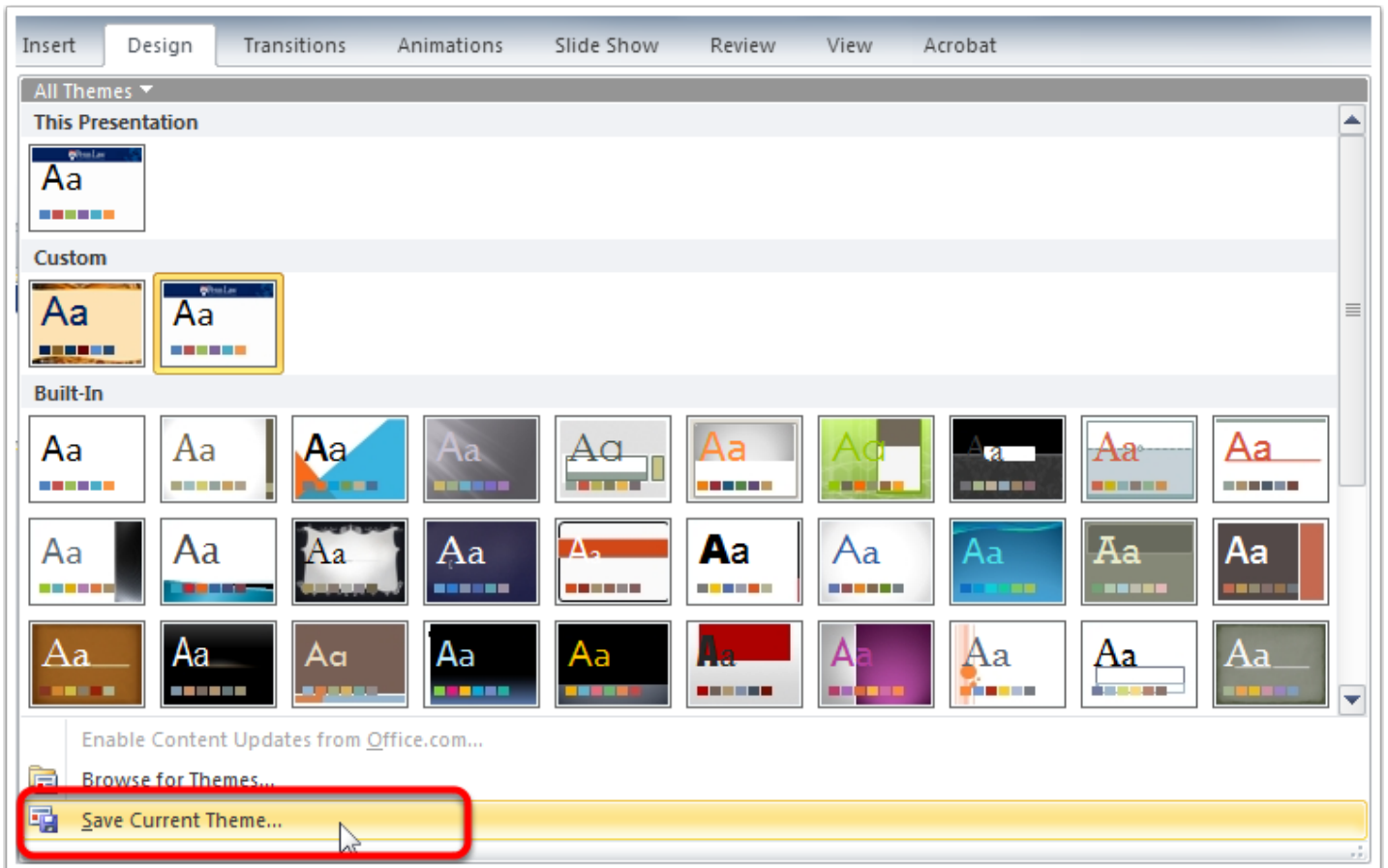
Step 6

Click on the **More Options** button (looks like a small double down arrow.)



Step 7

Click on **Save Current Theme**, and save the theme in the default location.



Step 8

Open your existing PowerPoint presentation and select the Design Tab once again. The custom Penn Law theme will now be an available theme.

