

## **Tip – Personalize PowerPoint Presentations**

If you give the same presentation to different audiences, here's a way to "personalize" a PowerPoint presentation to reuse it for them.

If the title slide says "Welcome Harvard University Staff" and some bullet slides have titles like "Your relationship with Harvard University.", you can easily change "Harvard University" to a specific office name such as "University Information Systems" by following the steps below.

### **To personalize a PowerPoint presentation:**

1. Open your presentation in PowerPoint.
2. Choose **Replace** from the Edit menu, or press Ctrl + H, to open the Replace dialog box.
3. In the **Find what:** text box, type "Harvard University" without the quotation marks.
4. In the **Replace with:** text box, type "University Information Systems" without the quotation marks.
5. Click **Replace All** for PowerPoint to replace "Harvard University" with "University Information System" throughout your presentation.
6. Check each slide in the presentation to see that PowerPoint hasn't missed any replacements.

**Note:** The Replace feature won't change text that's part of a chart, graphic or other inserted object. You'll have to fix that text yourself.

7. Finally, save your newly personalized presentation under a new name by picking Save As from the File menu.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

[http://www.uis.harvard.edu/support\\_services/](http://www.uis.harvard.edu/support_services/)