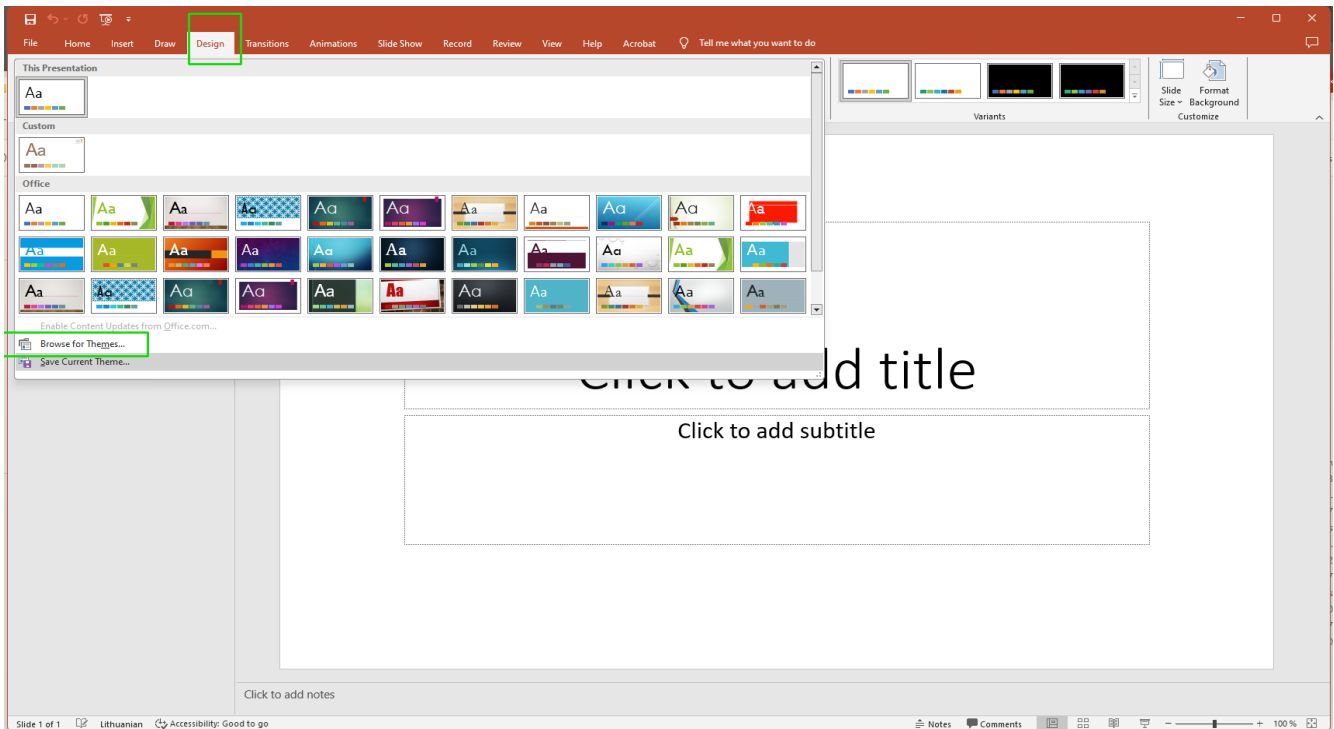


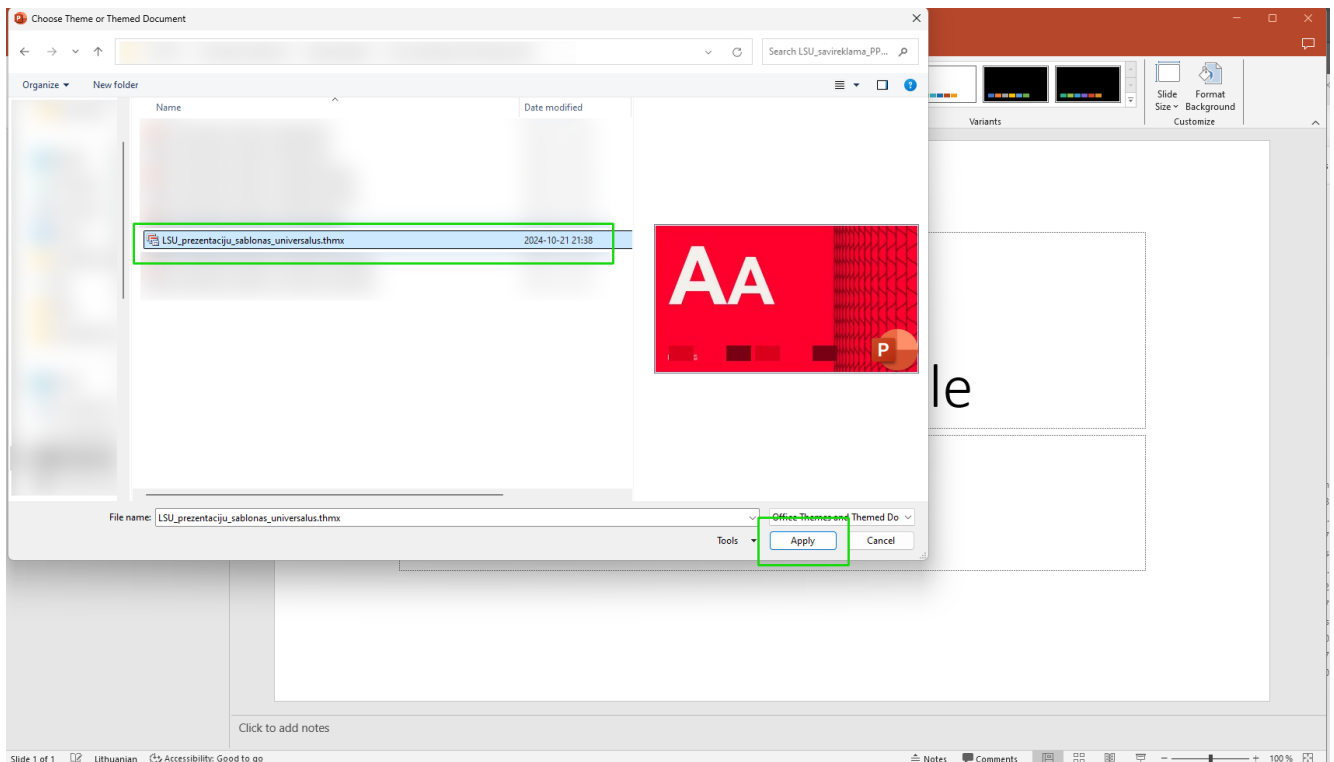
# INSTRUCTIONS FOR UPDATING PRESENTATION SLIDE DESIGN

To apply the new LSU PowerPoint slide template to your existing slides (update them), follow these steps:

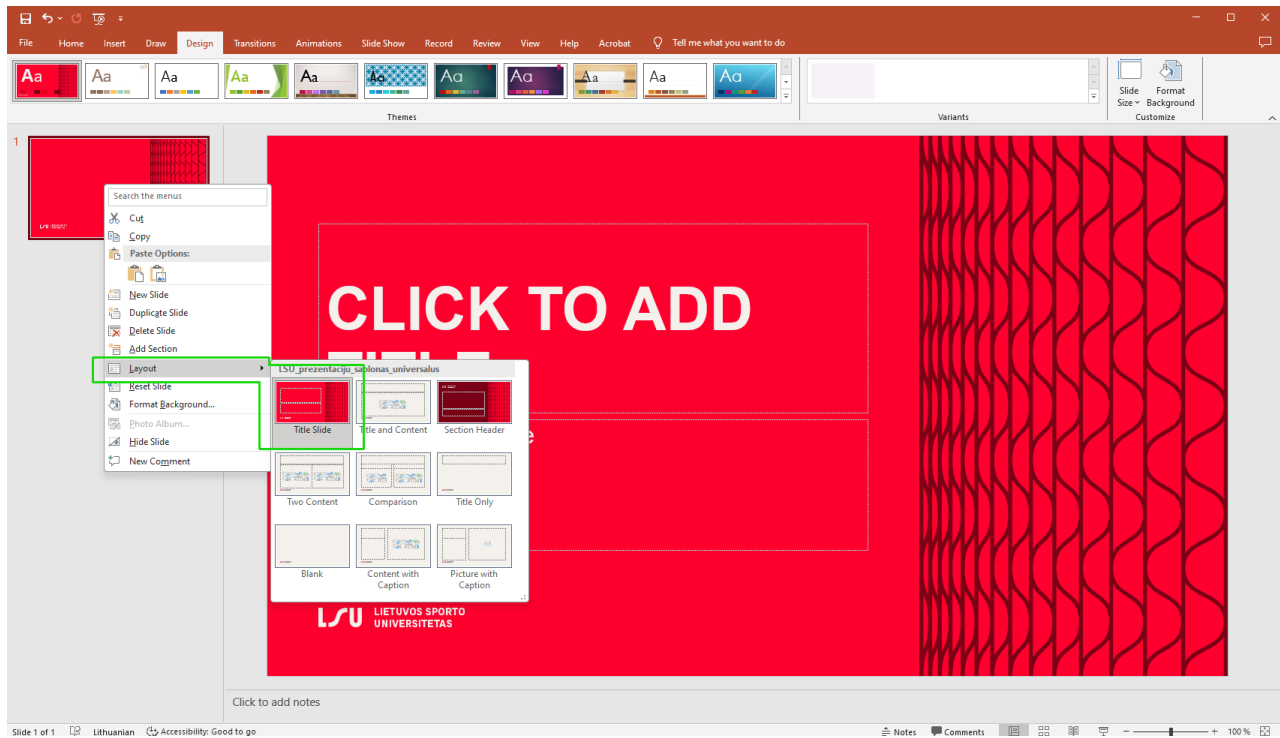
1. Download the slide design theme “**LSU\_prezentaciju\_sablonas\_universalus\_EN.thmx**” or “**LSU\_prezentaciju\_sablonas\_universalus\_siauras\_EN.thmx**” from the [LSU.LT website](https://lsu.lt). Choose the design according to your needs: one is for widescreen **16:9**, the other for **4:3** (standard).
2. Open your existing presentation.
3. In the ribbon, go to the **Design** tab, expand the first section, and click **Browse for Themes....**



4. Locate the previously downloaded theme, select it, and click **Apply**.



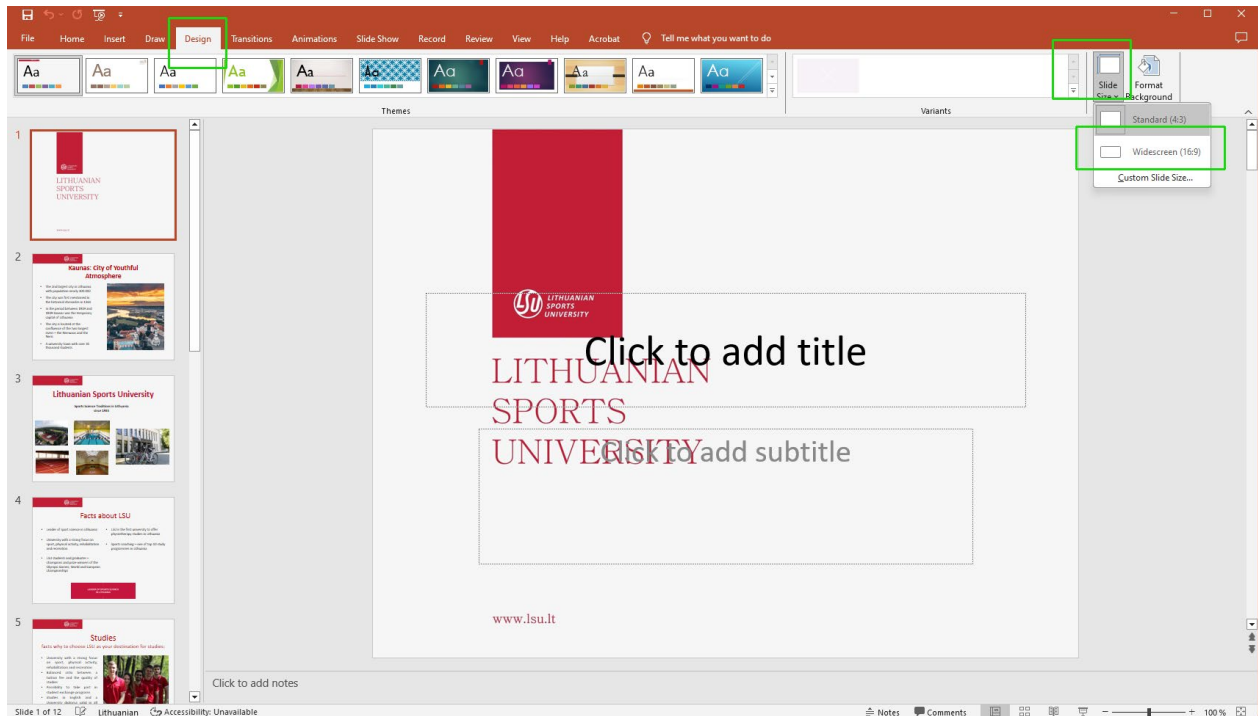
5. After these steps, your existing slides will use the new universal slide design. You can now make corrections and manually fix elements that were not updated automatically or apply the desired slide layouts.



## You were using a 4:3 slide size and now want to switch to 16:9 (or vice versa)?

If your slides were previously in **4:3** format and you want to use the new **16:9 (Widescreen)** slide design (or vice versa), do the following:

1. Open your existing presentation.
2. In the ribbon, go to the **Design** tab and on the right side of the ribbon select **Slide Size**. In the dialog box, choose **16:9 (Widescreen)**.

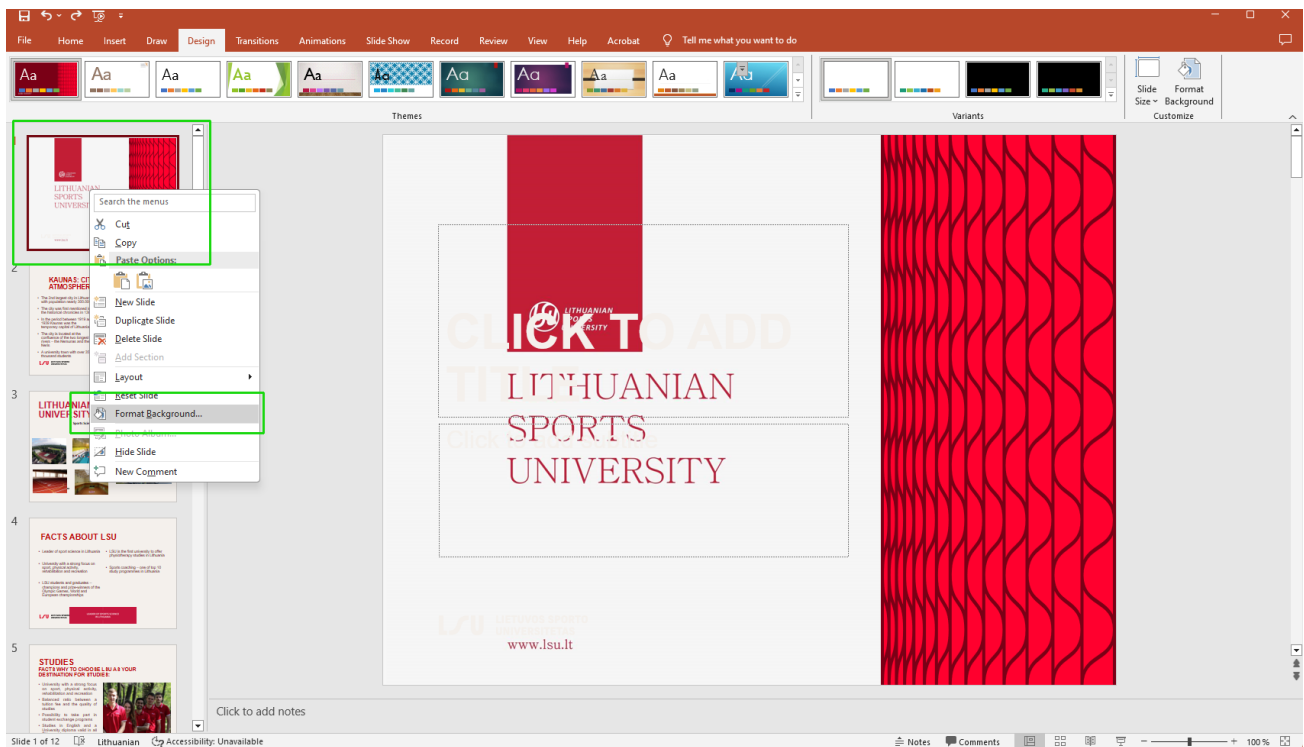


3. After changing the slide size, apply the new LSU slide template design.

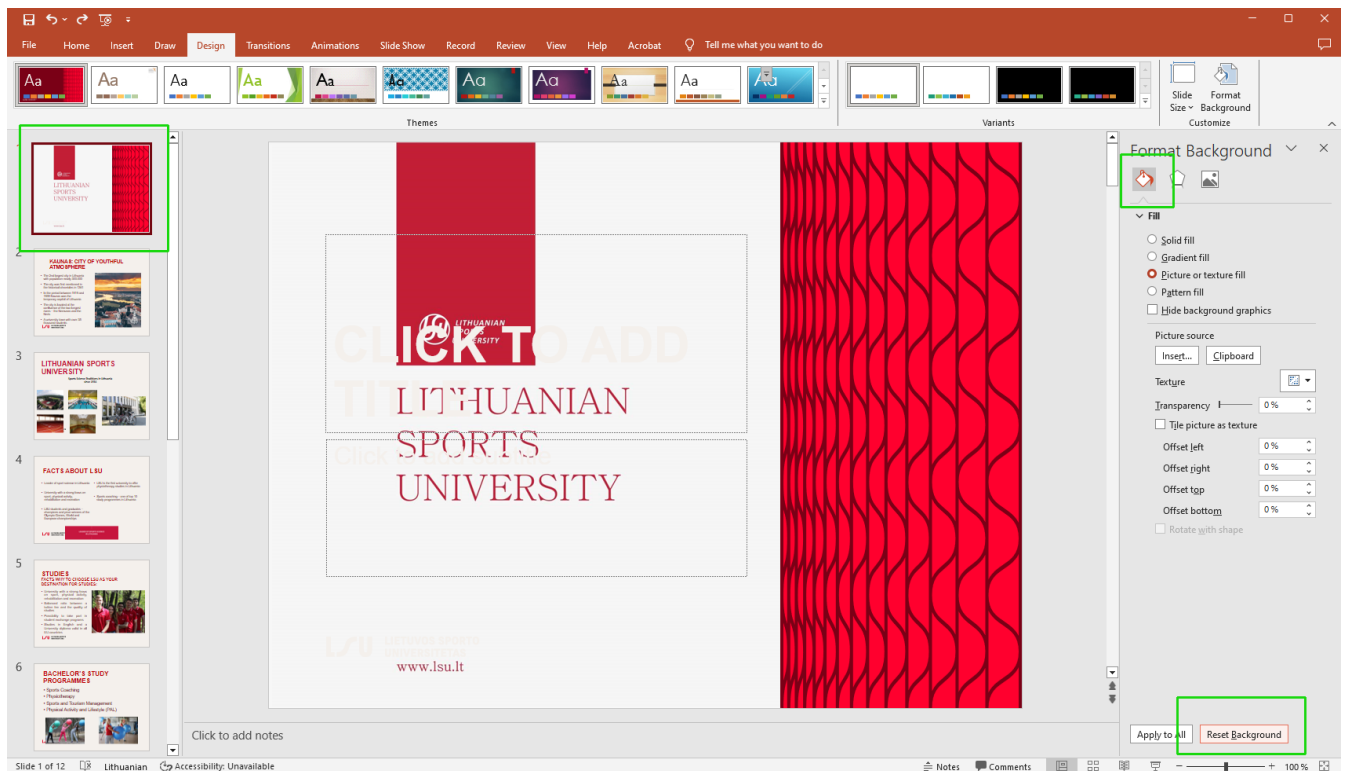
## After applying the slide design, does the old background remain?

If old-style backgrounds remain after applying the slide design, those slides must be fixed manually:

1. Select the slide with the issue.
2. In the slide thumbnail list on the left, right-click the problematic slide and choose **Format Background....**



3. In the opened panel, select **Reset Background**. This will remove individual slide backgrounds.

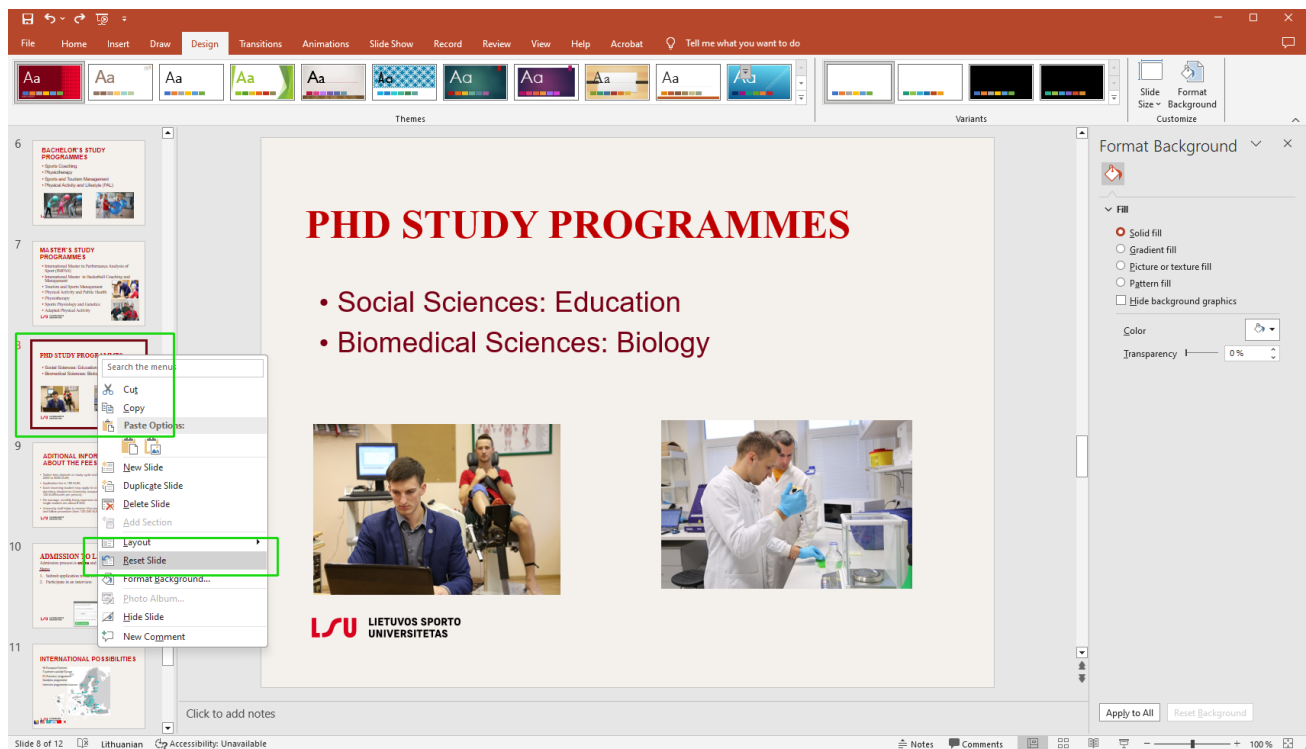


Repeat this step for all slides that have background issues.

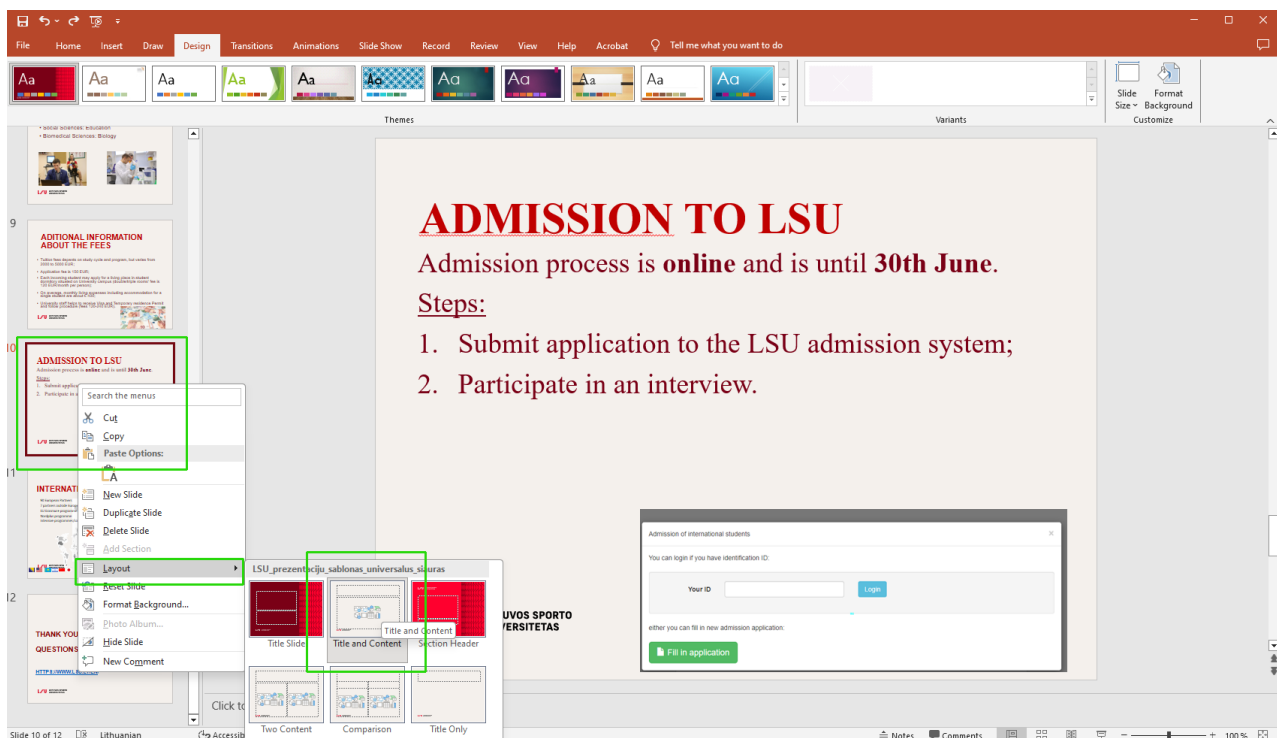
## After applying the slide design, are not all elements updated?

If some old-style elements remain, they can be updated as follows:

1. Select the slide with the issue.
2. In the slide thumbnail list on the left, right-click the problematic slide and choose **Reset Slide**.



3. After that, update the slide layout: right-click again, go to **Layout**, and select **Title and Content**. You may choose other layouts if needed. Then adjust the content as required.



**If the slides still do not update fully or partially, it means they were created using custom layouts without standard PowerPoint settings. In this case, the slides that do not update must be recreated by inserting a **New Slide** and re-adding text and graphical elements manually.**