



INSTRUCTIONS TO CONSOLIDATE COUNSELOR TRAINING POWERPOINT FILES

Follow these steps to combine all training sessions into one continuous PowerPoint Presentation:

- Open "Session 1"
 - Select "Slide Sorter View" option on bottom left bar.
 - Go to end of bottom slide.

- Open "Session 2"
 - Select "Slide Sorter View" option.
 - Hit Control and letter A, to select/highlight all slides.
 - Select "Copy" on top bar
 - Go back to "Session 1" document (this should still be open, so just select it on your bottom bar)
 - After the last slide, PASTE all slides copied from Session 2

- Now, do a "Save As" (previous document entitled "Session 1") under NEW NAME, i.e., "Counselor Training PPT-ALL", or whatever you want to call this combined presentation

- Close Session 2

- Open Session 3, and repeat instructions above, copying into your NEWLY created file

- Repeat for all Sessions until each presentation is copied onto your one new document