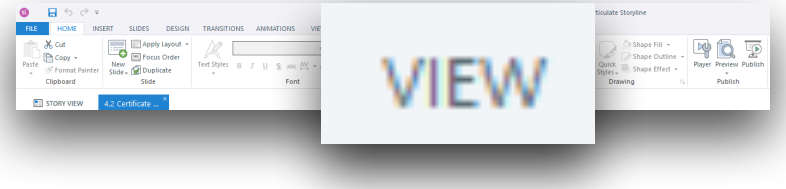
Step 1:

Open the Articulate Template double click the certificate slide.

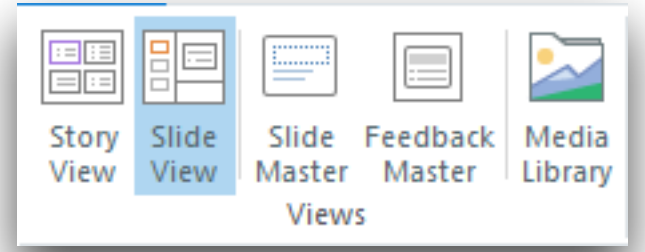
Step 2:

Click “**View**” in the toolbar



Step 3:

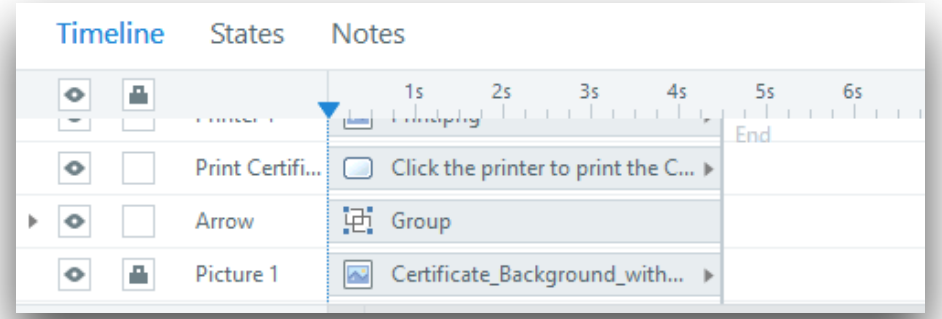
Click “**Master Slide**” in Views.



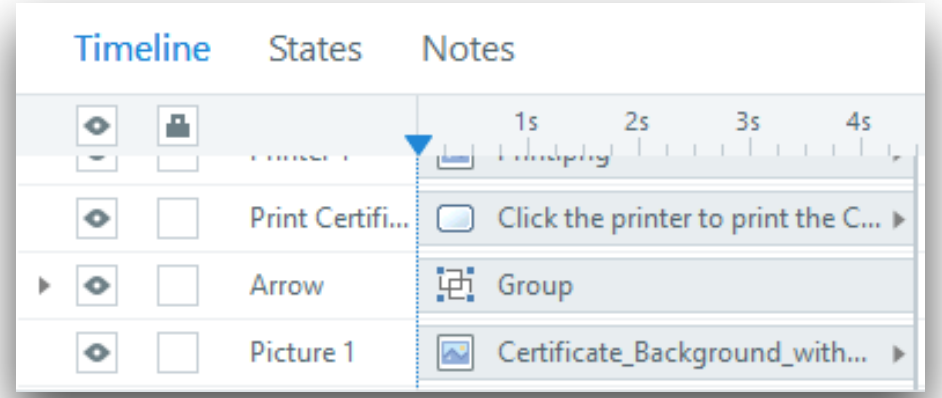
Step 4:

On the timeline remove the lock from the picture on the master slide.

Locked Picture

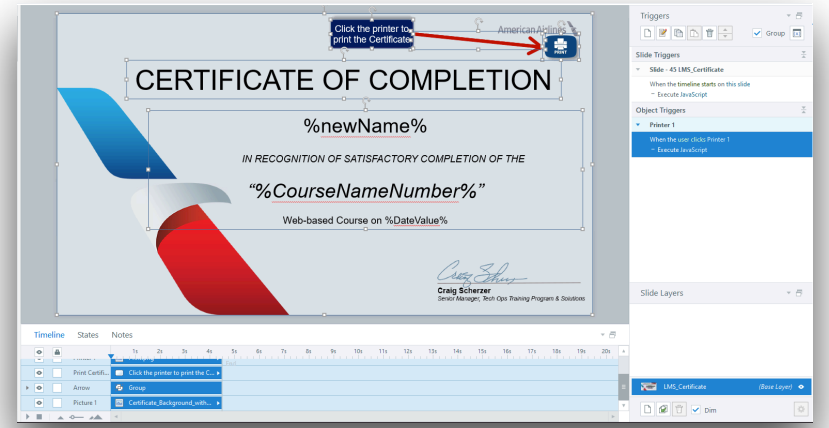


Unlocked Picture



Step 5:

Click keys “**Ctl + A**” to select all of the items on the slide.



Step 6:

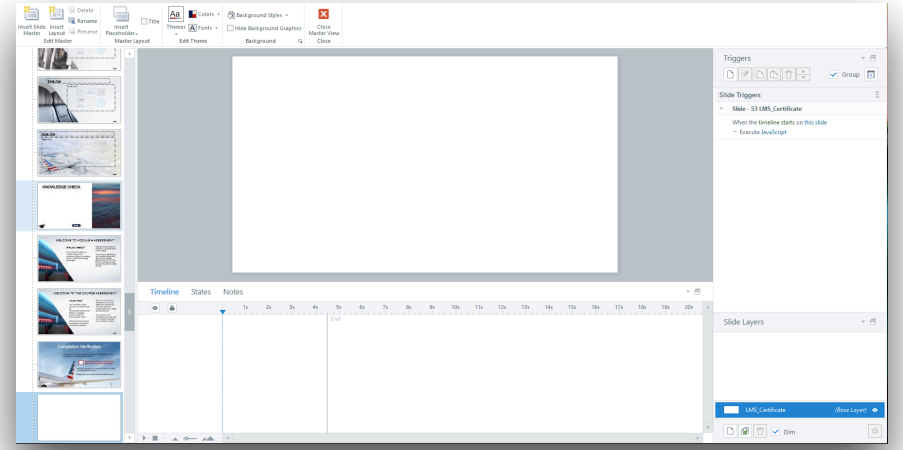
While all items are selected click keys “**CTL+C**” to copy all items to clipboard.

Step 7:

Open your current project and repeat Steps 1-5.

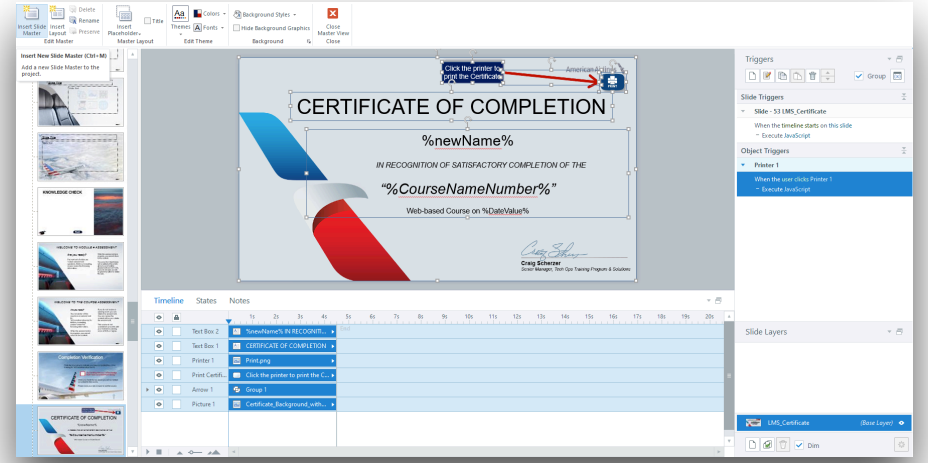
Step 8:

With all items selected delete them.



Step 9:

Click keys “**CTL+V**” to paste copied items.

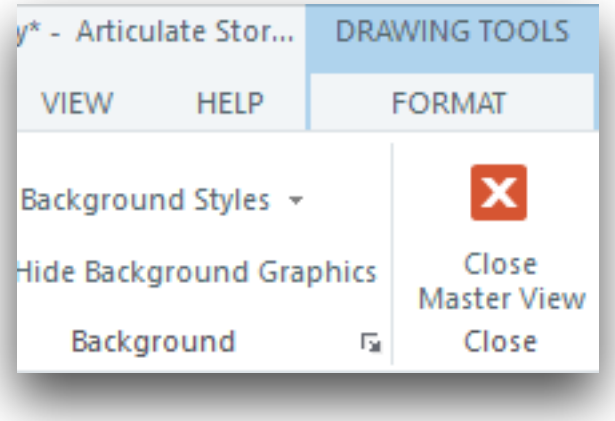


Step 10:

Lock background picture to ensure it will not move if you need to move around text boxes.

Step 11:

Close Master View and continue working project.



Step 12:

Repeat for all other certificate updates and vendor certificate updates.