

Documentation

 .pptx

COMPLETE GUIDELINE

PowerPoint Presentation Template

Getting Started

Welcome to our complete guide of using presentation template. Whether you're new user or not, this guide will show all you need to know in customize and edit the template as you want it to be.

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Basic PowerPoint

SHOW GUIDE AND GRIDLINE

1. Click view tab
2. Show Guideline and/or gridline by ticking the box



ZOOM IN OR OUT

1. Hold CTRL while scrolling your mouse
2. Or drag the zoom tool in right-down corner



DUPLICATE

- Click the object/picture/element, then press CTRL+D

ADD IMAGE IN PLACEHOLDER

1. Click the placeholder
2. Choose picture

RESIZE/CROP PICTURE

1. Click the image/shape
2. Click Format tab
3. Crop or adjust your image

INSTALL .XML COLOR SCHEMES

WINDOWS 7

1. Open .xml color schemes in (template folder/theme files/XML theme colors
2. Copy all .xml files to C:\Program Files or Program Files (x86)\Microsoft Office\Document Themes 15\Theme Colors

WINDOWS 8-10

1. Open .xml color schemes in (template folder/theme files/XML theme colors
2. Copy all .xml files to C:\Users\YourUserName\AppData\Roaming\Microsoft\Templates\Document Themes\Theme Colors

DOWNLOAD FONTS

1. Links to download the fonts are placed in Template folder\Documentation\Font Used
2. Follow the link and download the fonts

INSTALL THE FONTS

1. If your fonts are packed in .zip file, extract it first
2. Double click the .otf/ttf files
3. Click install

Using The Template

03

ADD/CHANGE IMAGE

ADD IMAGE

1. Click image icon in the placeholder
2. Choose picture
3. Click insert

or you can drag the picture from your folder into the image placeholder

REPLACE IMAGE

1. Delete the previous picture, add new image
2. Or right-click the previous image, choose change picture

ADD IMAGE (UNDER SHADE LAYER)

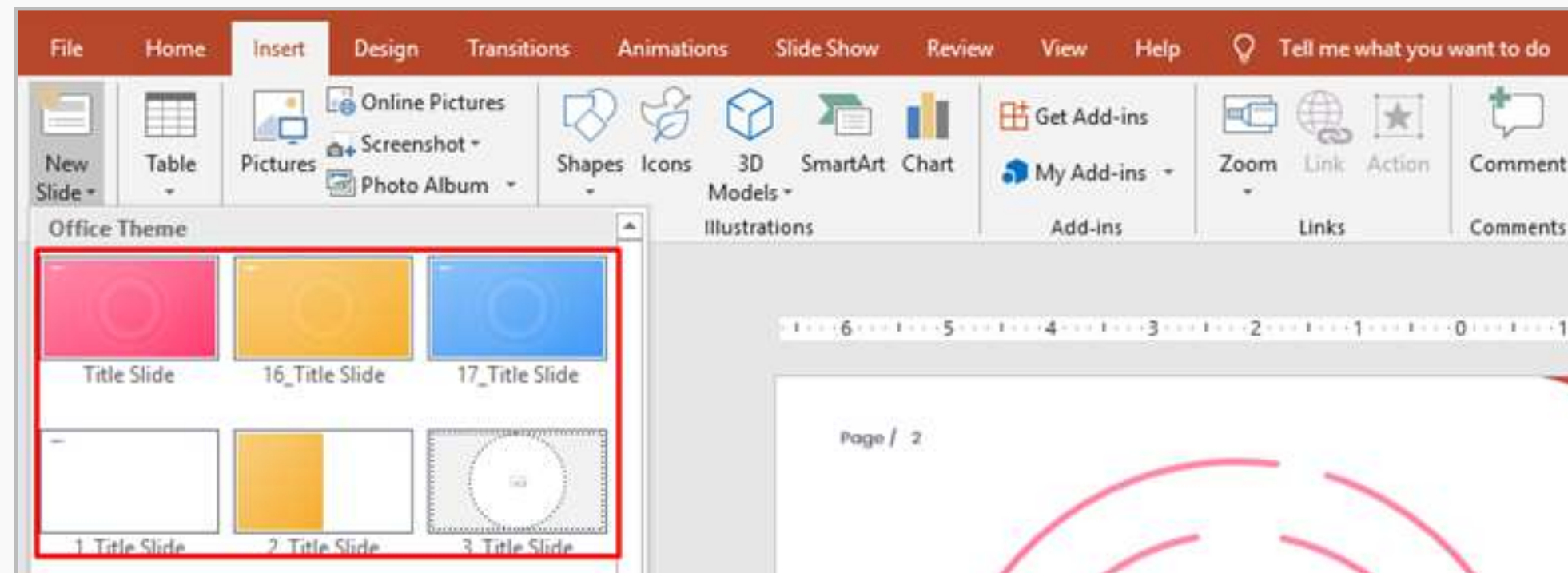
1. Click image icon in the placeholder
2. Choose picture, insert
3. Right click the image, choose 'send to back'

FIX YOUR DISTORTED IMAGE WITH CROP TOOL

1. Click the image
2. Click Format tab
3. Choose Crop, then adjust your image

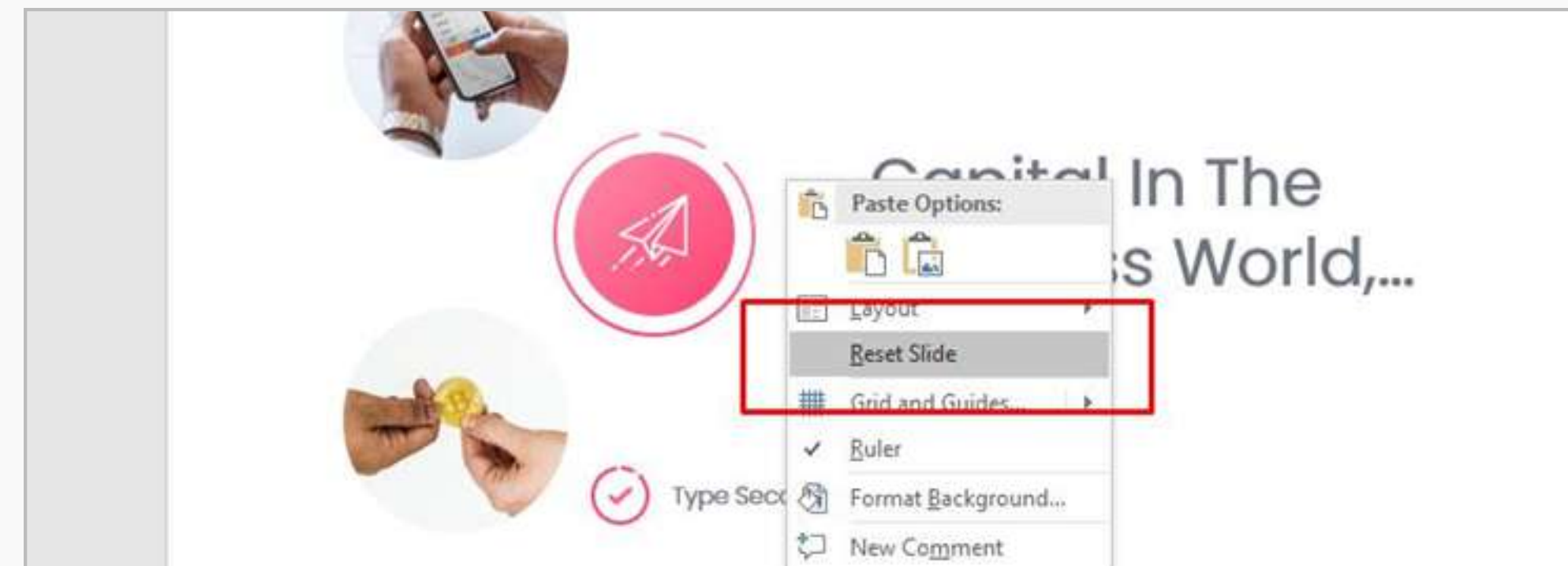
USE AVAILABLE LAYOUT

1. Click Insert tab
2. Choose New slide



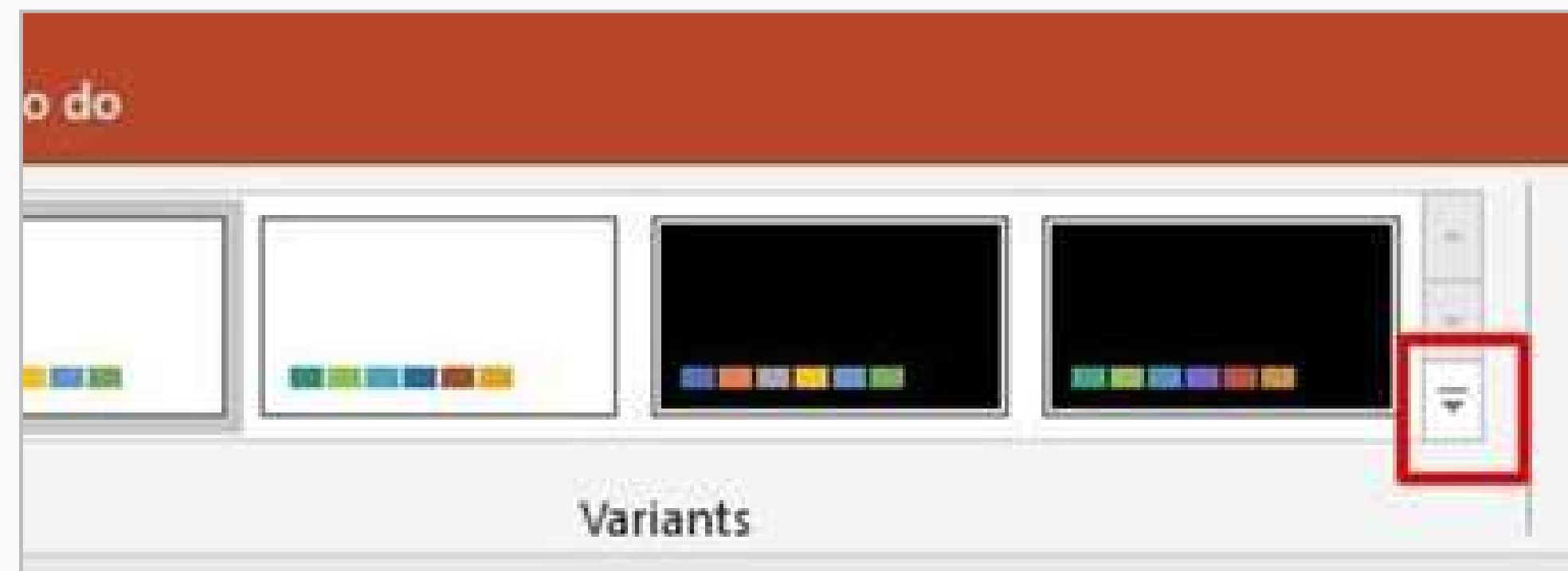
RESET SLIDE LAYOUT SETTINGS TO DEFAULT

1. Right-click the slide
2. Choose reset slide

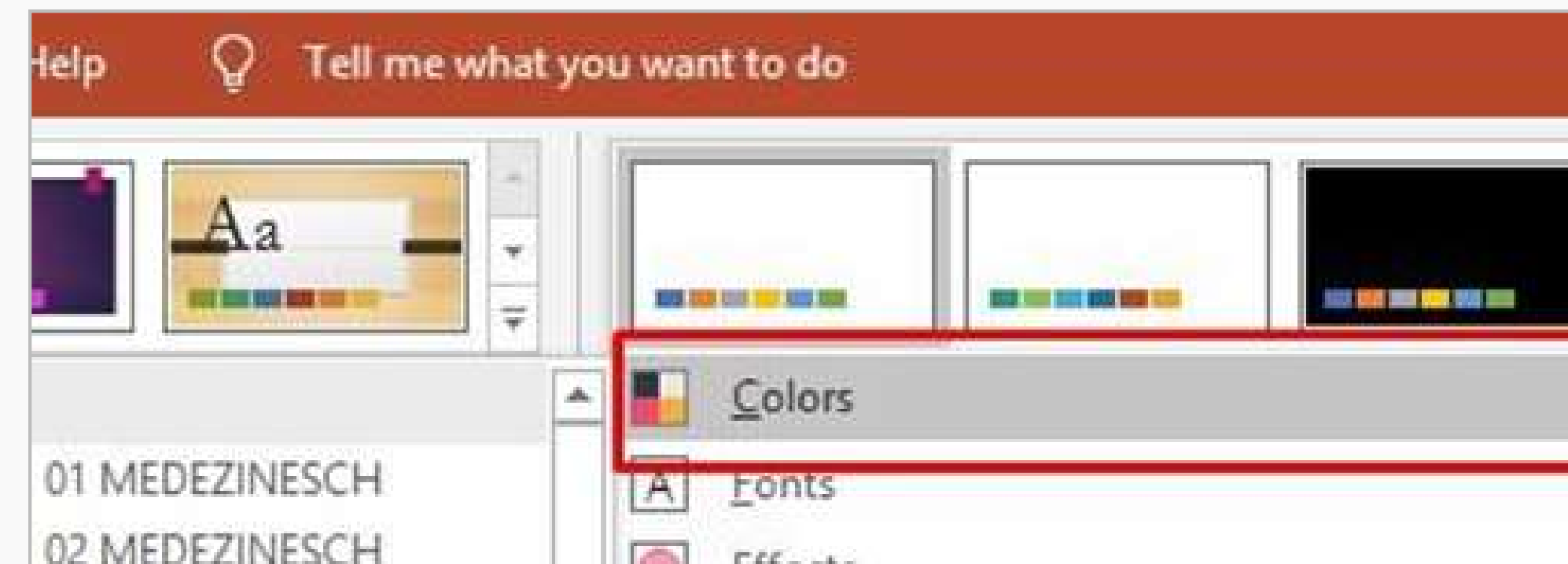


APPLY PREMADE COLORS

1. Click design tab
2. Click variants dropdown



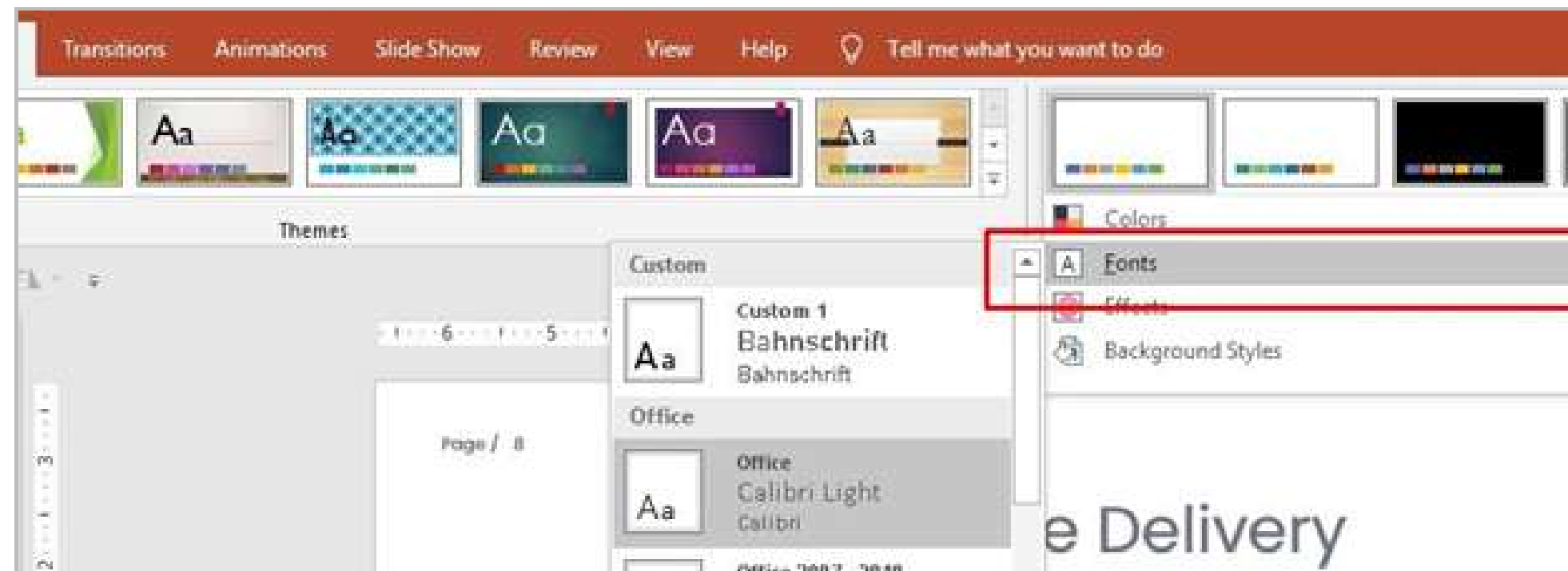
3. Choose colors



4. Apply the color under the template name
(or any color schemes you want!)

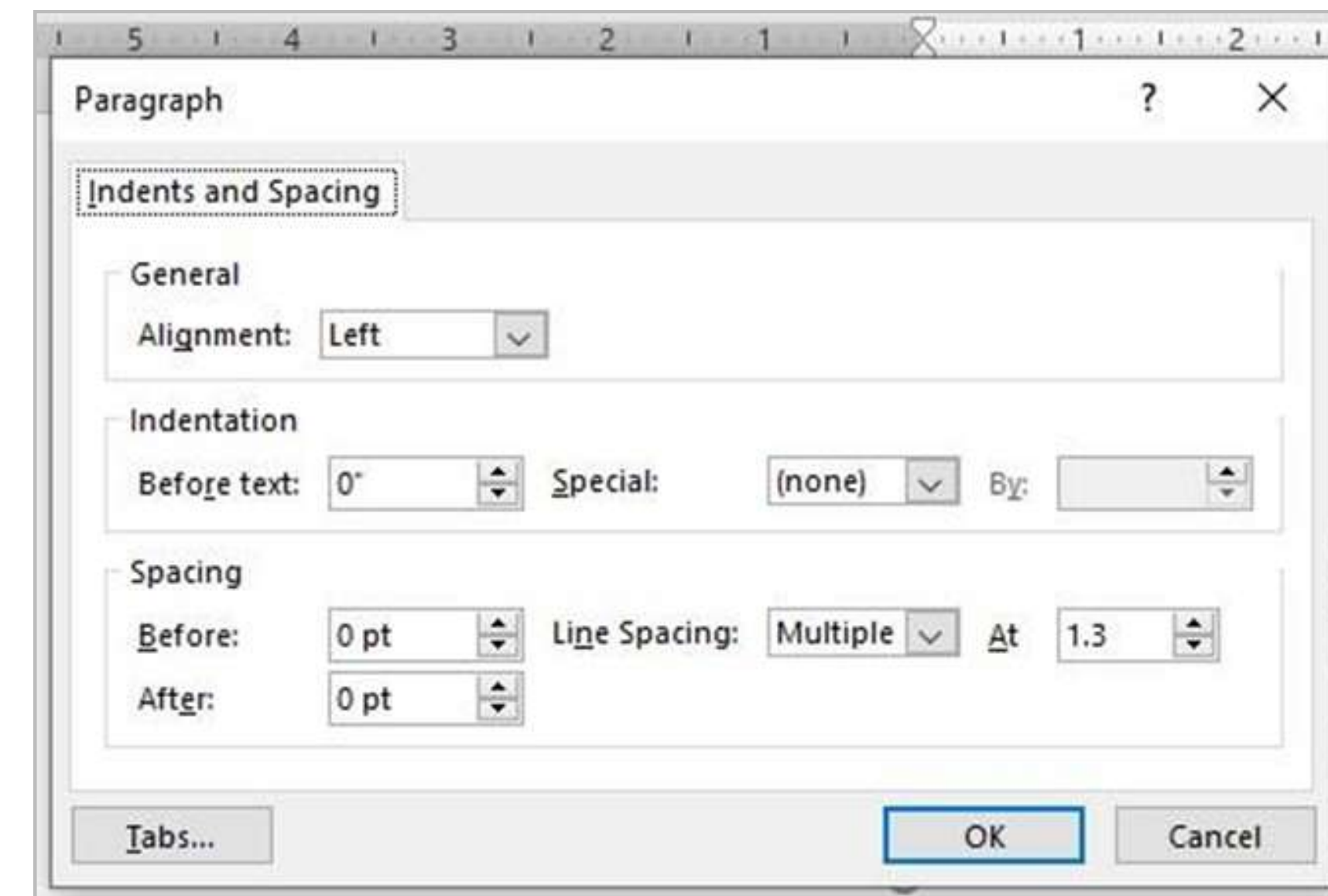
APPLY OTHER TYPEFACE

1. Click design tab
2. Click variants dropdown
3. Choose fonts



PARAGRAPH SPACING

1. Select all text in a textbox
2. Right click
3. Choose paragraph
4. Adjust

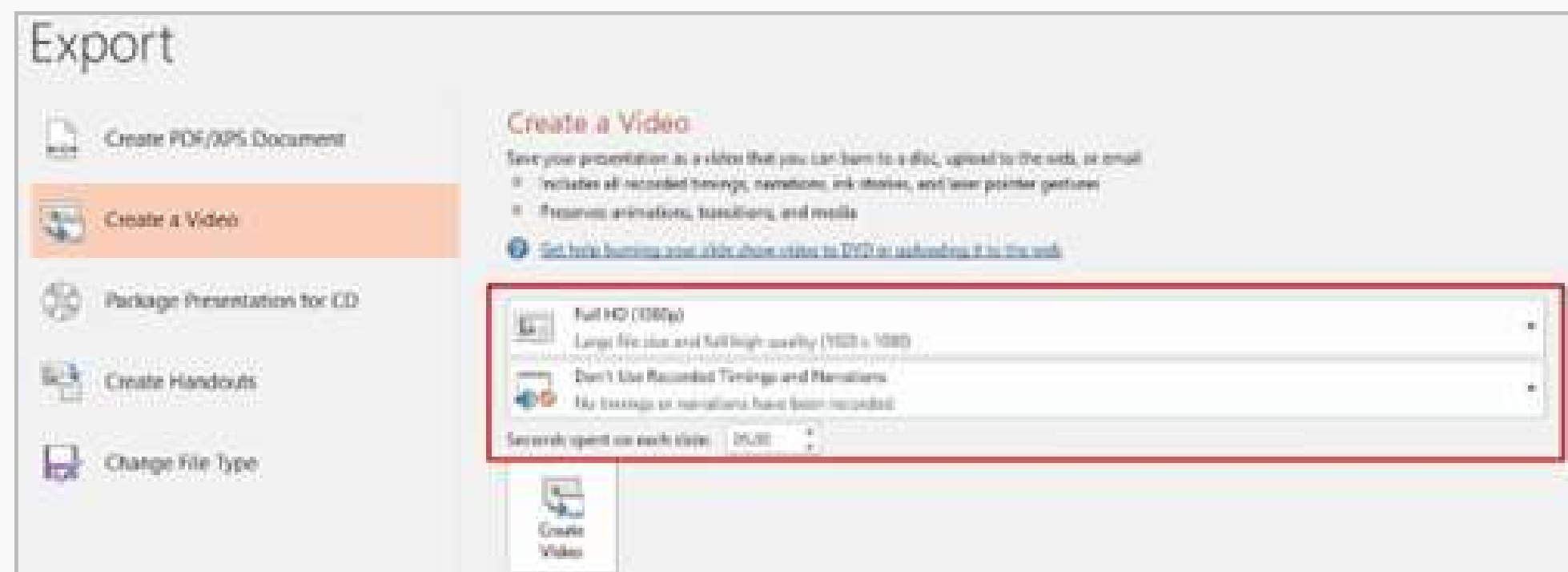


Export Slides

EXPORT VIDEO

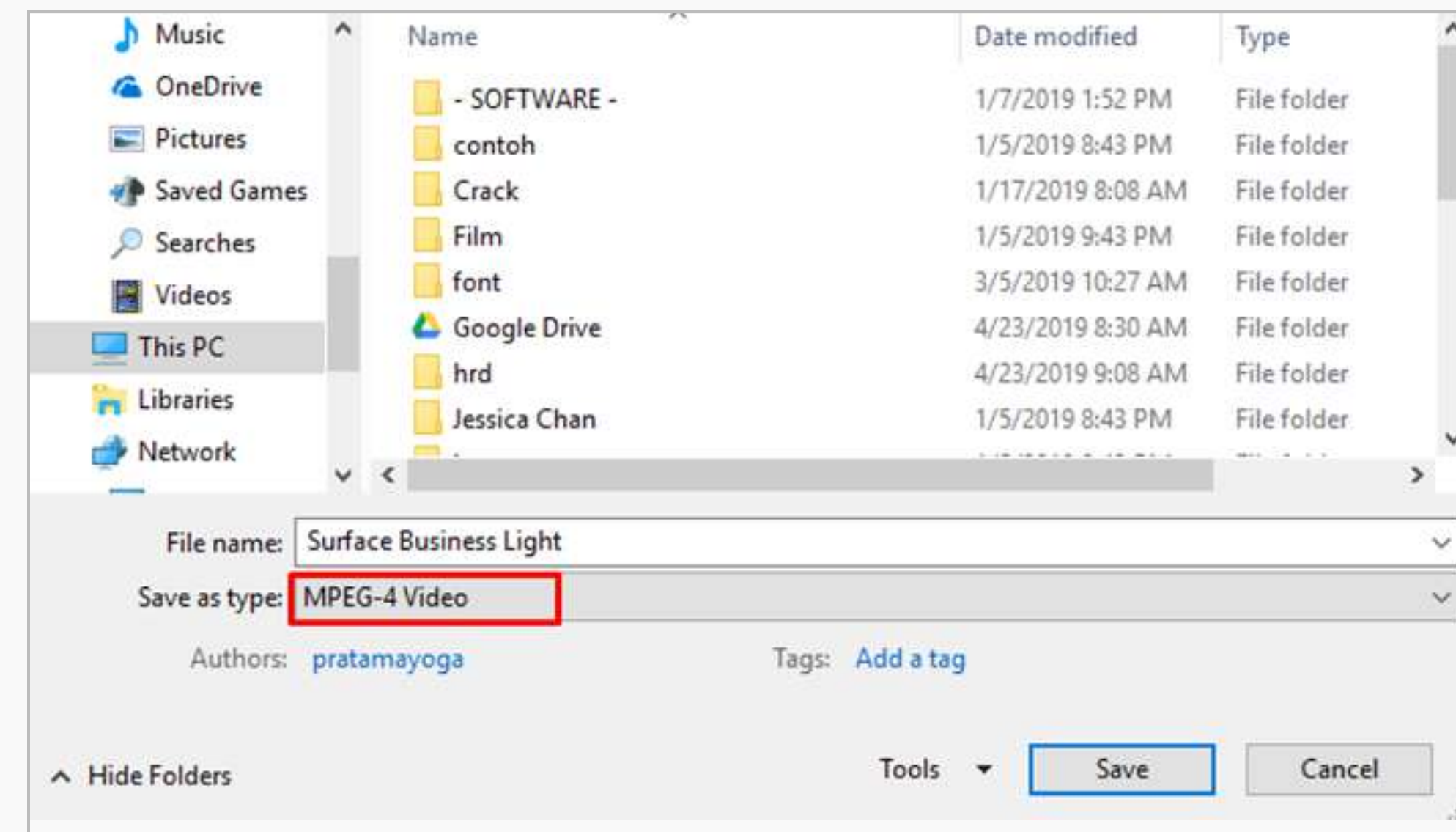
EXPORT TO MP4 VIDEO (OFFICE 2016-2019)

1. Click file tab, choose export
2. Choose create a video
3. Set quality, narration set/not, & time for each slide spent
4. Create video



EXPORT TO MP4 VIDEO (OFFICE 2010)

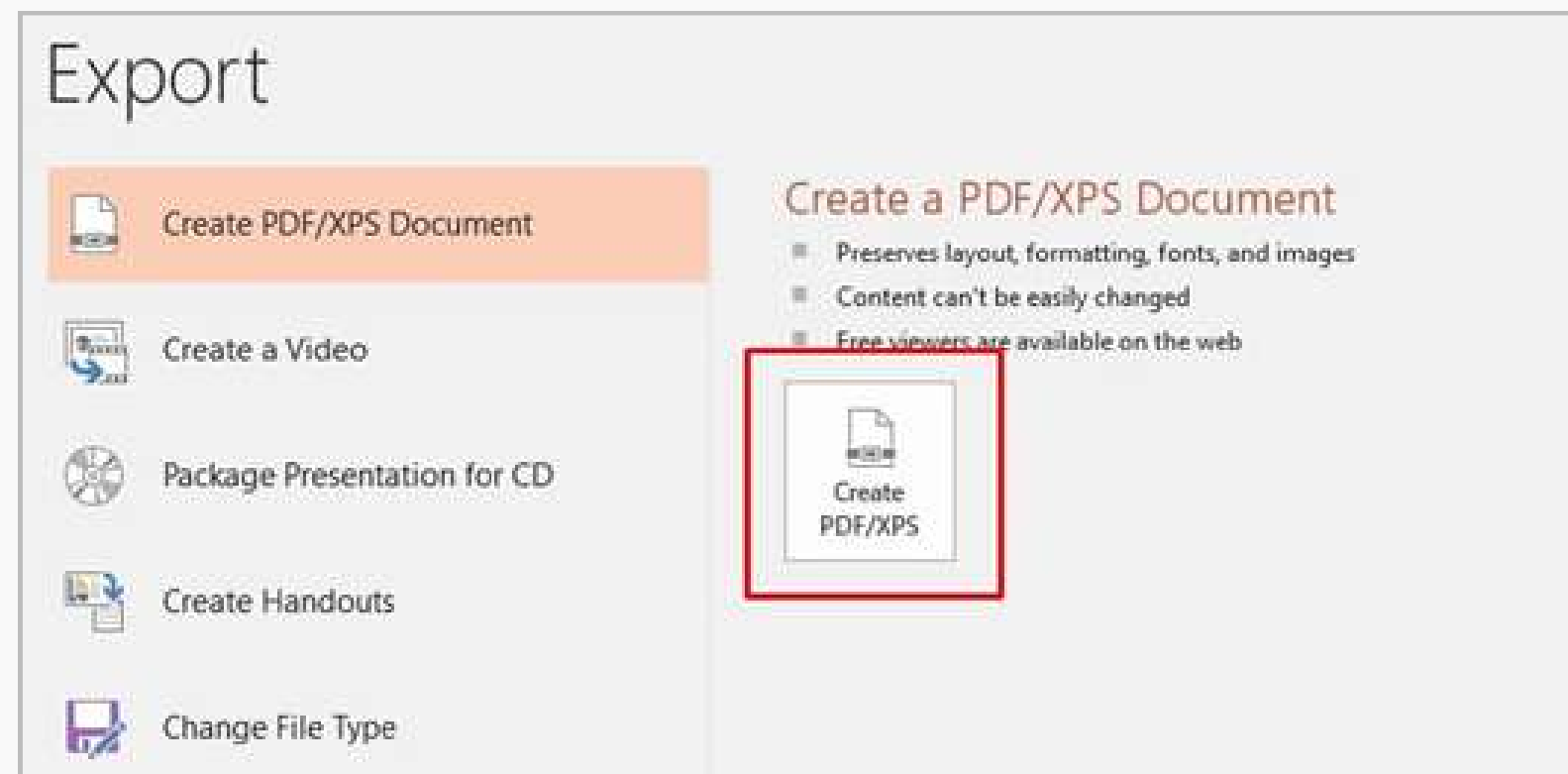
1. Click File tab, choose Save as
2. Change file type to MPEG4-video, then save it



EXPORT PDF

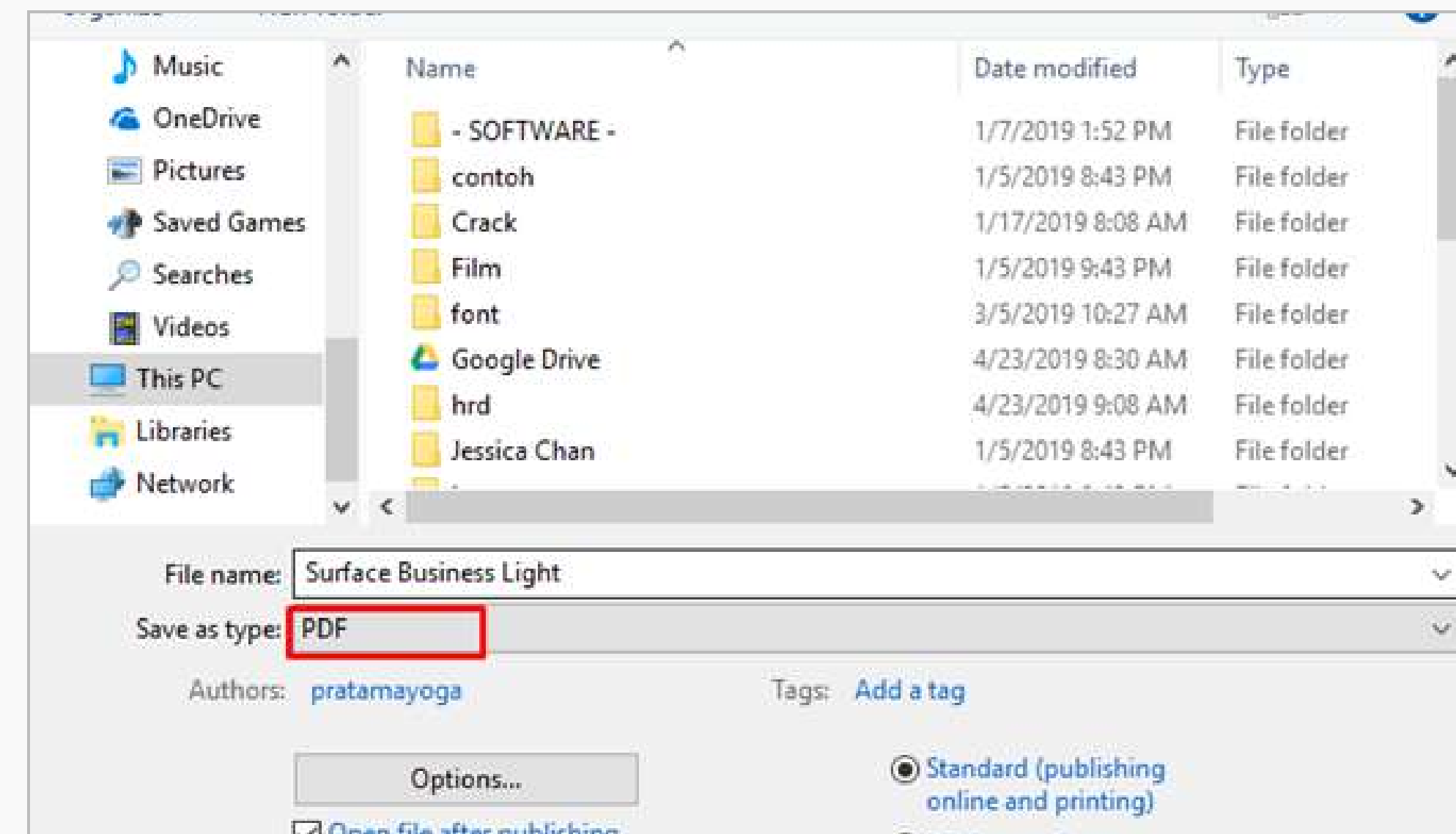
EXPORT TO PDF (OFFICE 2016-2019)

1. Click File tab, choose Export
2. Create PDF/XPS documents



EXPORT TO PDF (OFFICE 2010)

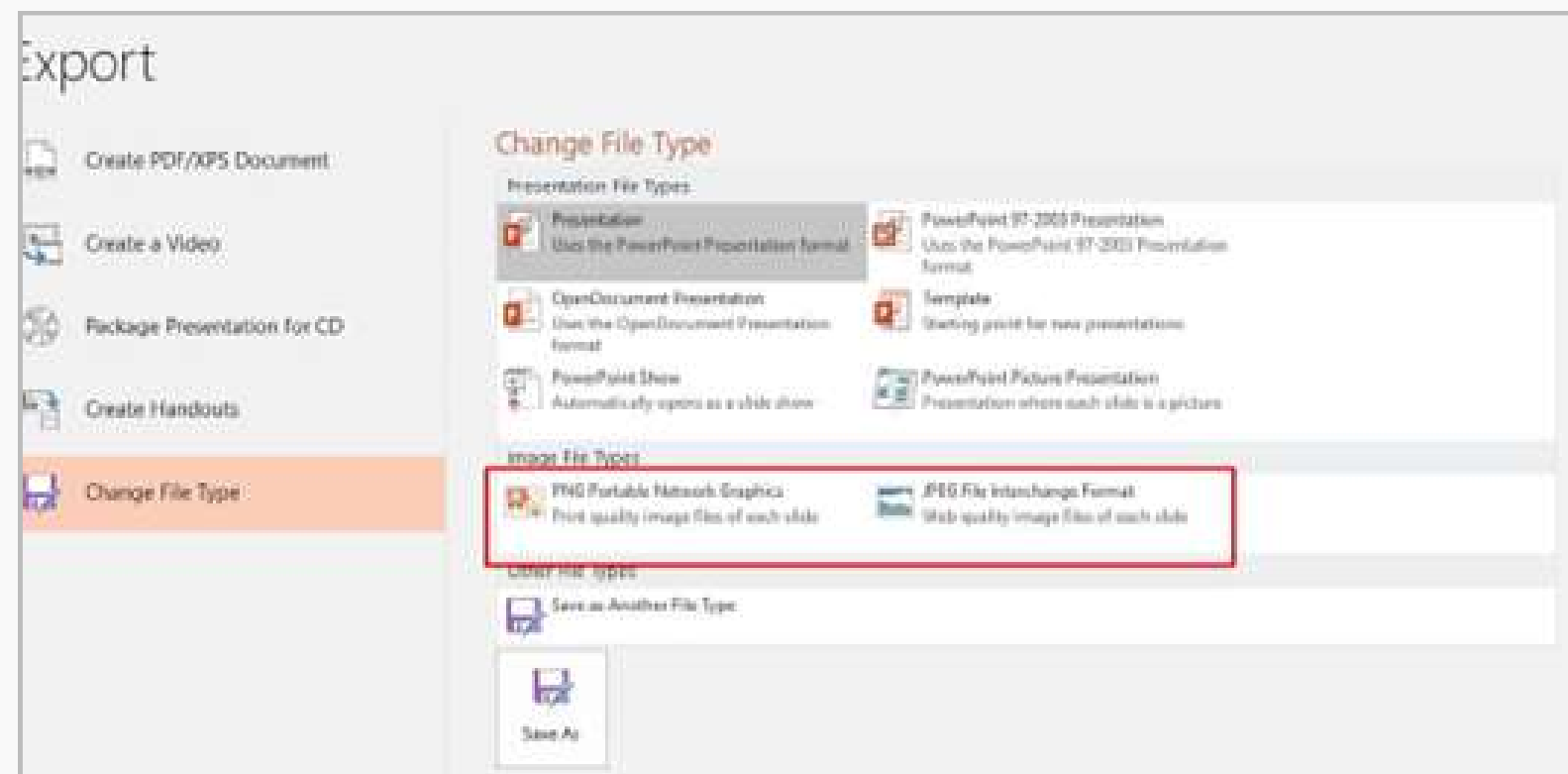
1. Click File tab, choose Save as
2. Change file type to PDF, then save it



EXPORT IMAGES

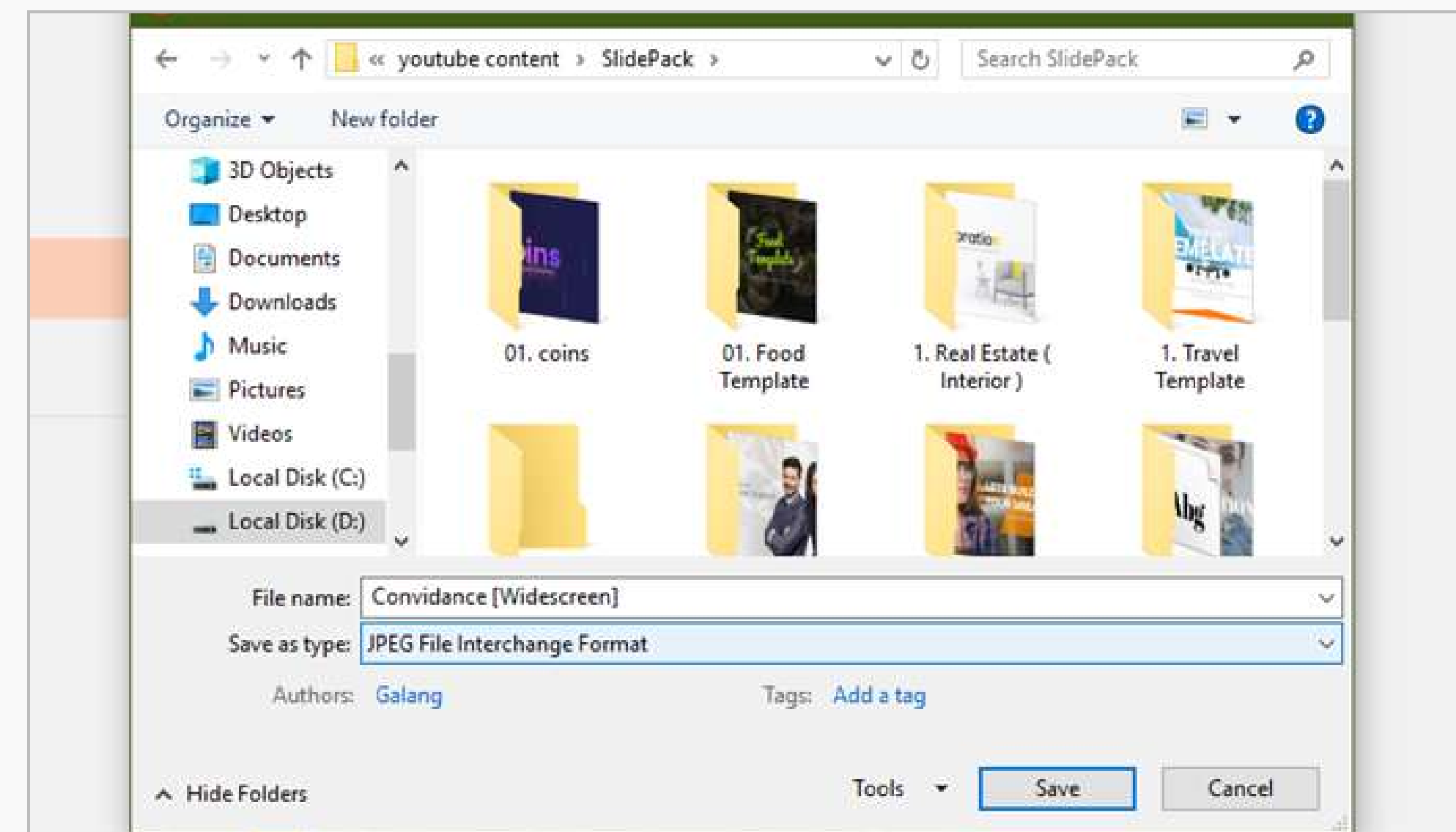
EXPORT TO IMAGES (OFFICE 2016-2019)

1. Click File tab, choose Export
2. Choose change file type, choose JPEG or PNG



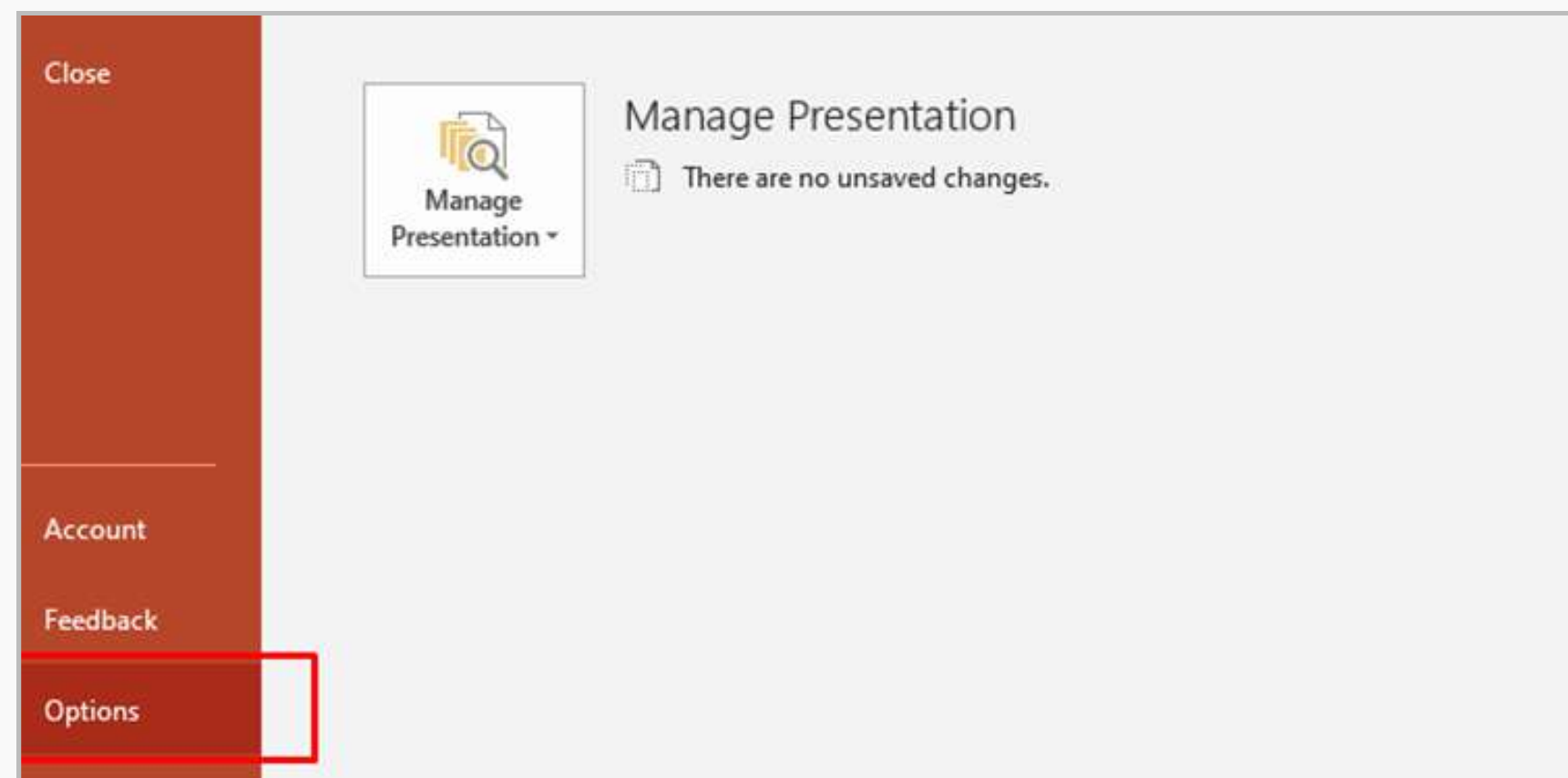
EXPORT TO IMAGES (OFFICE 2010)

1. Click File tab, choose Save as
2. Change file type to PNG/JPEG, then save it

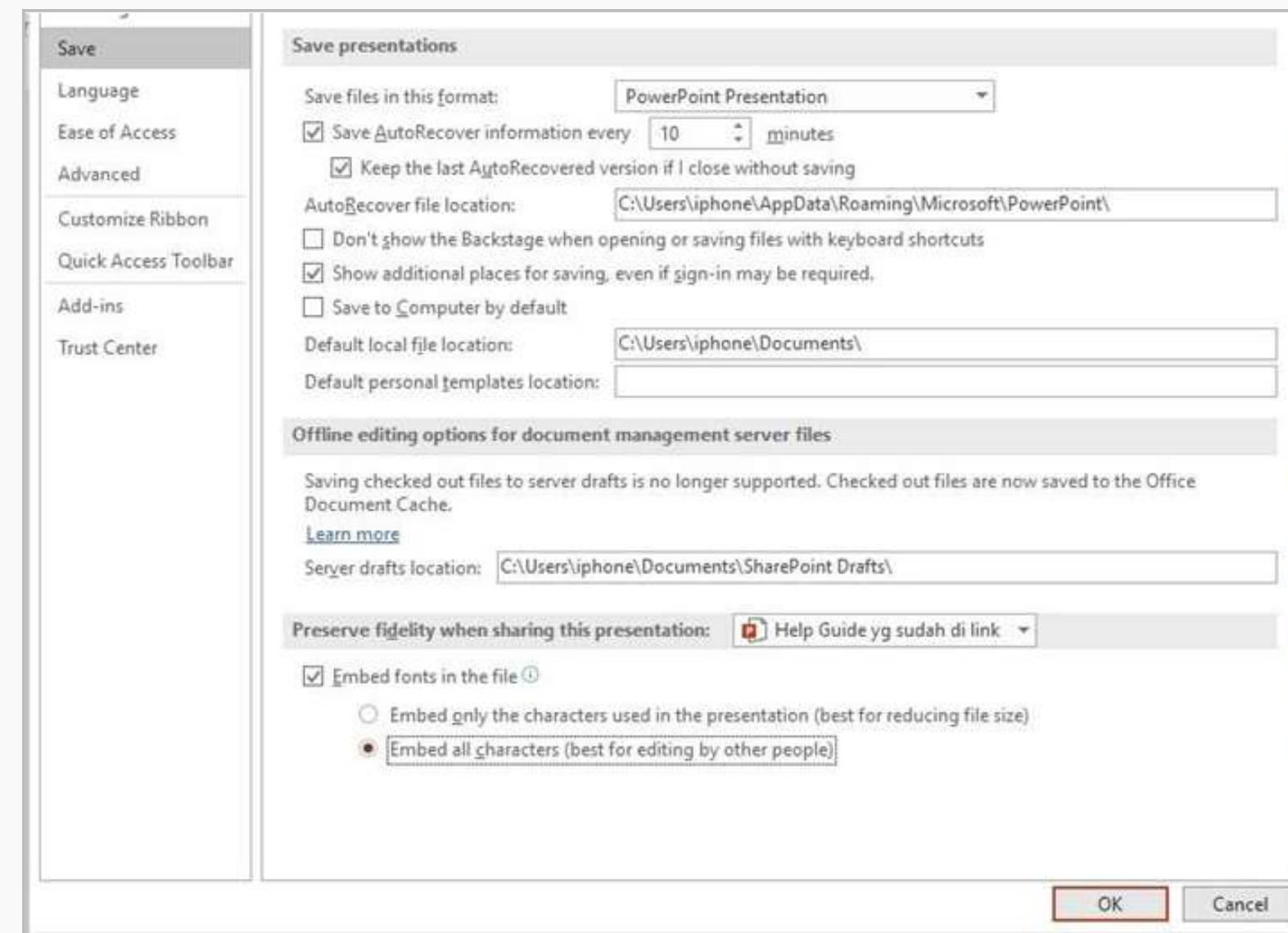


EMBED FONTS (WINDOWS USER ONLY)

Click File tab, choose Options



1. Click Save options
2. Then tick embed fonts in the file, and click embed all characters option.
3. Click OK



Documentation

**BIG THANKS FOR
USING OUR TEMPLATE**