

MANUAL GUIDE

Basic Guidelines To Use Our Presentation Template



PPT

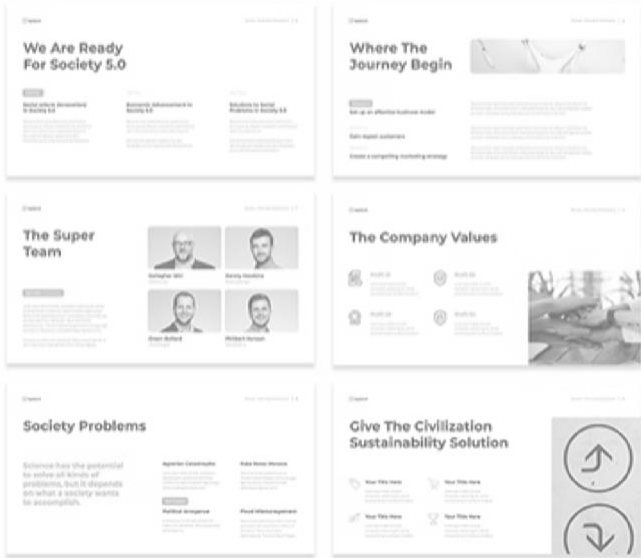


KEY



GS

- 32 Unique Slides
- Resizable & Editable



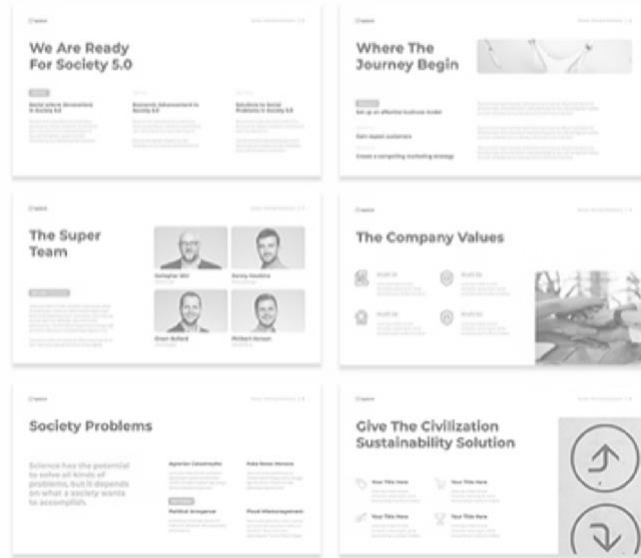
• Data Chart Included

• Editable Infographics

CONTENT INDEX

1. Where To Get The Asset
2. How To Use The Asset
3. Basic Platform Operation
4. Common Issues

- 32 Unique Slides
- Resizable & Editable



WHERE TO GET THE ASSET

Fonts

All the fonts we used are from Google Fonts.
You can download them via following link:

<https://fonts.google.com>

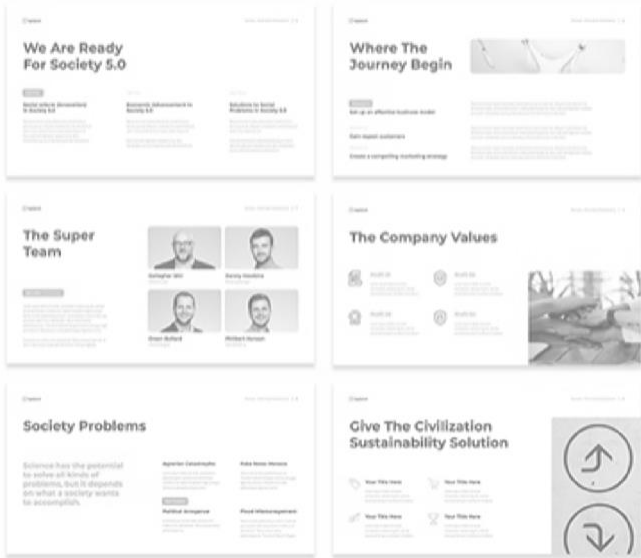
Images

All the images we used in the preview
could be found here:

<https://unsplash.com/>

*All images on the demo is just for preview purpose only
and not actually included on the package files.

- 32 Unique Slides
- Resizable & Editable



• Data Chart Included

• Editable Infographics

HOW TO USE THE ASSET

Install The Fonts

Macintosh

- Drag the font file to the Font Book app icon in the Dock.
- Double-click the font file in the Finder, then click Install Font in the dialog that appears.

Windows

- Copy Fonts into C:\Windows\Fonts
- Right Click The File On Windows Explorer Then Choose Install



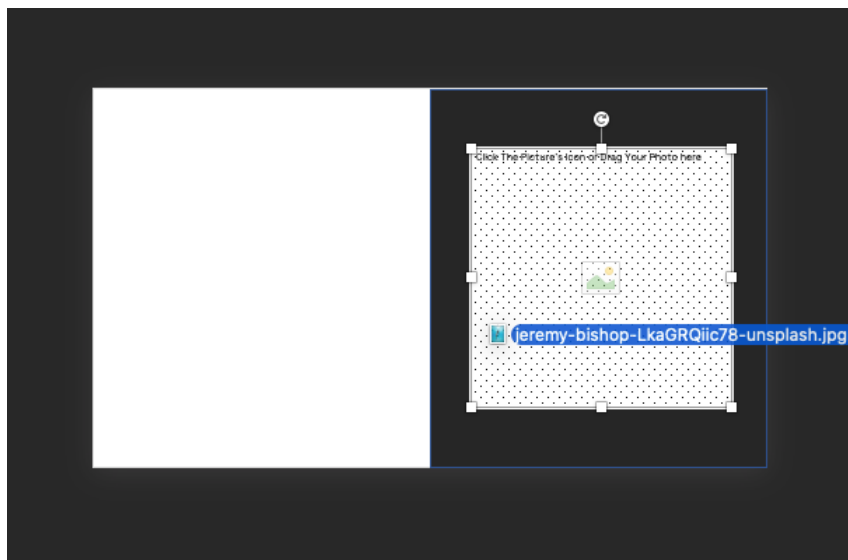
BASIC OPERATIONS



HOW TO ADD/CHANGE IMAGE

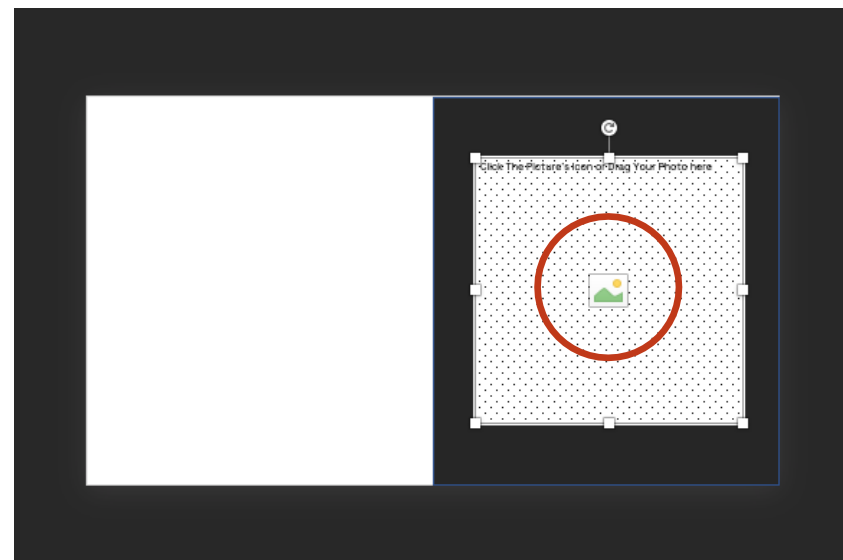
#WAY 01

Just Drag and Drop Your Image
Into the Image Placeholder.



#WAY 02

Click Icon Image And Then Choose
Your Purpose Photo From Your Library

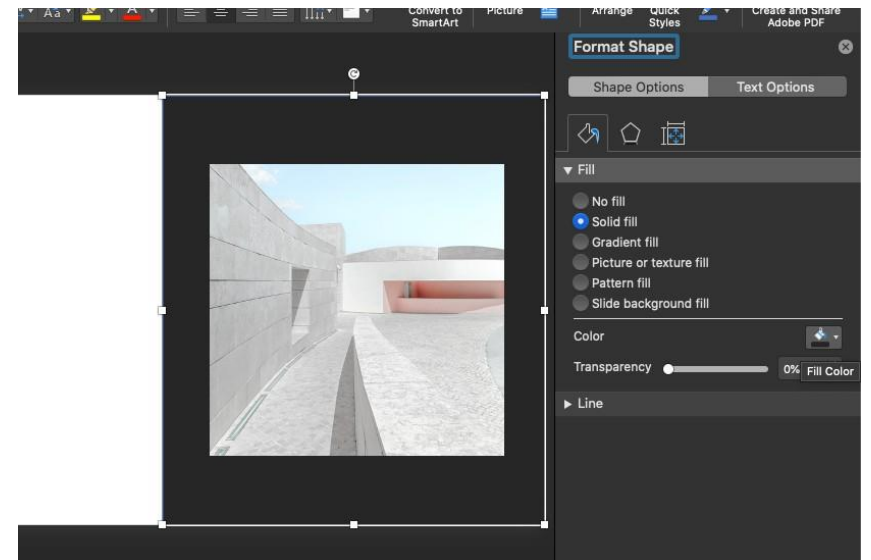
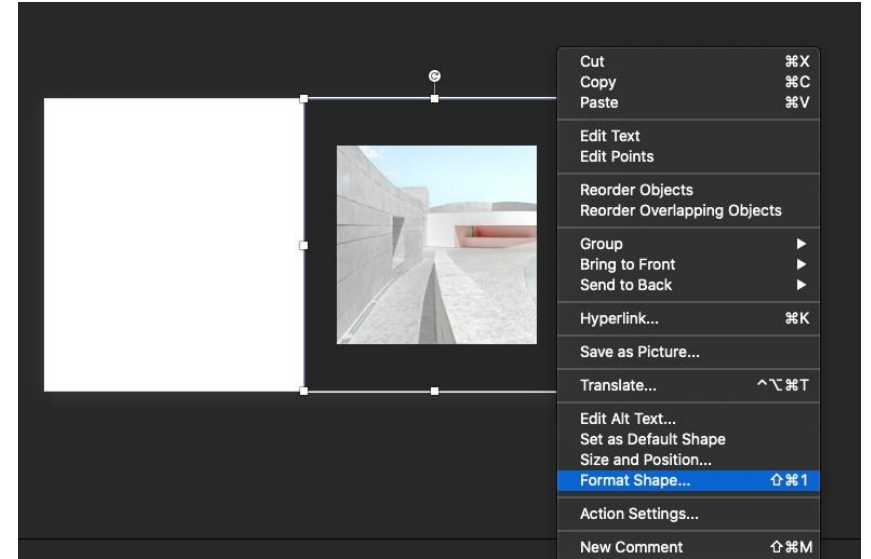




HOW TO CHANGE COLORS

1. Go to the items that you want to change the colors
2. Right Click **Format Shape**
3. Select "Paint Icon" and select "Fill"
4. Choose your desired color

**we recommend solid fill colours for this template*



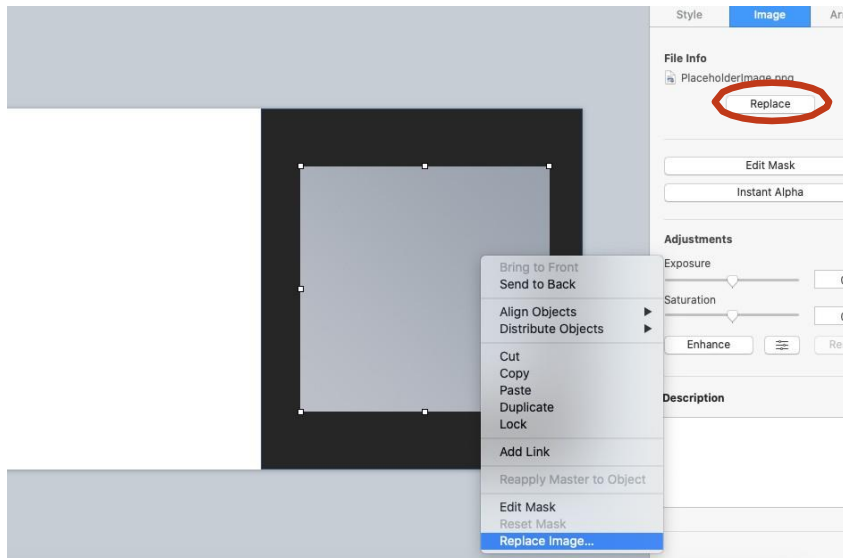


BASIC OPERATIONS

KEY HOW TO ADD/CHANGE IMAGE

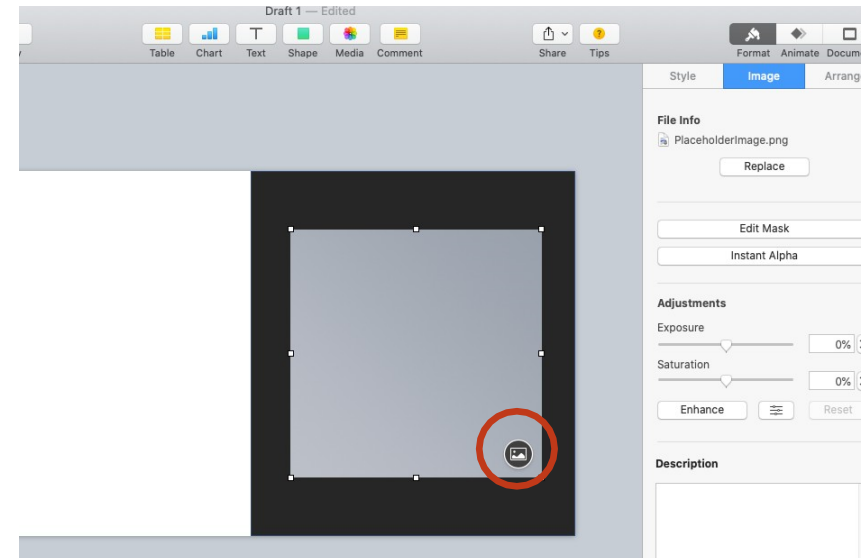
#WAY 01

Right click in image place holder and then click the replace image.



#WAY 02

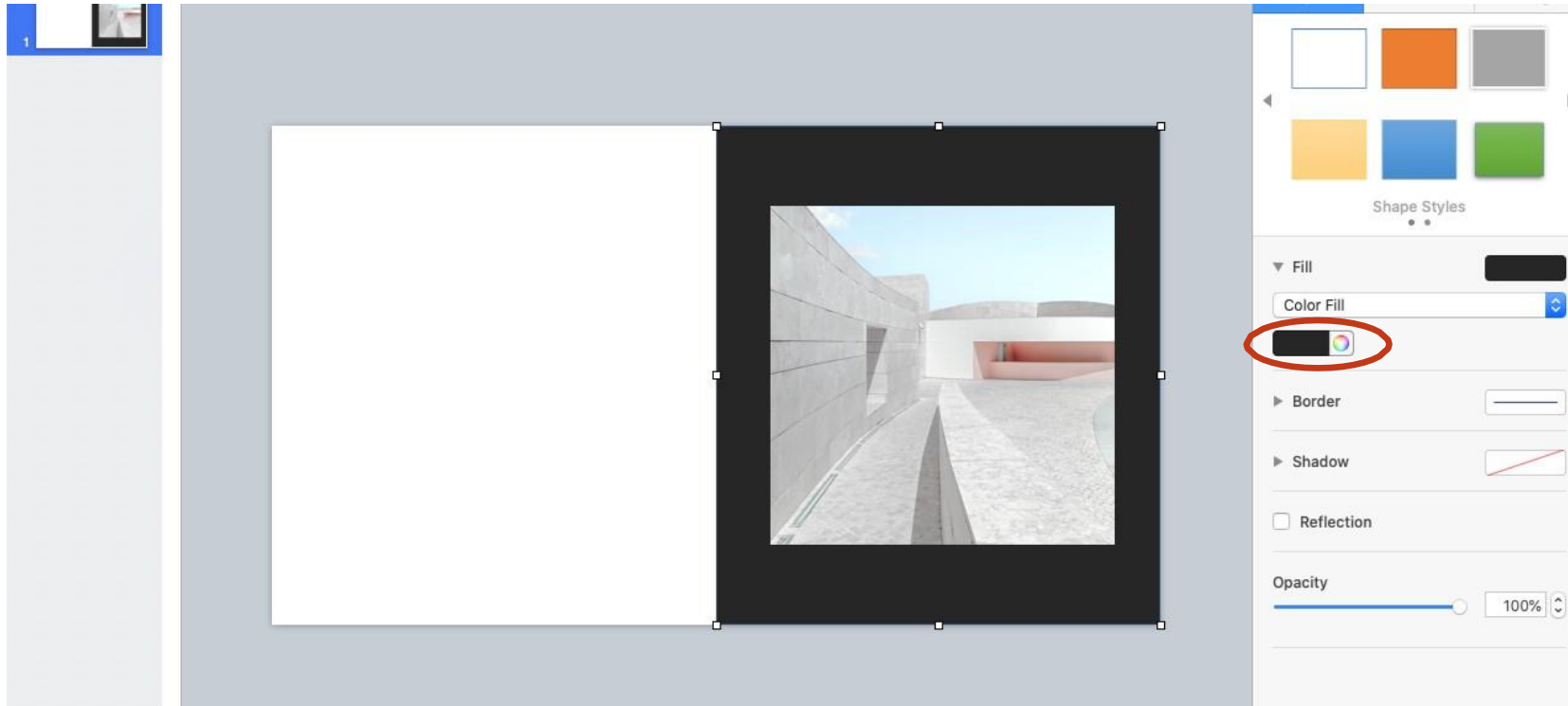
Click icon image and then choose your purpose photo from your library



KEY

HOW TO CHANGE COLORS

Select Object -> Change the fill colors on the right panel -> Select desirable colors



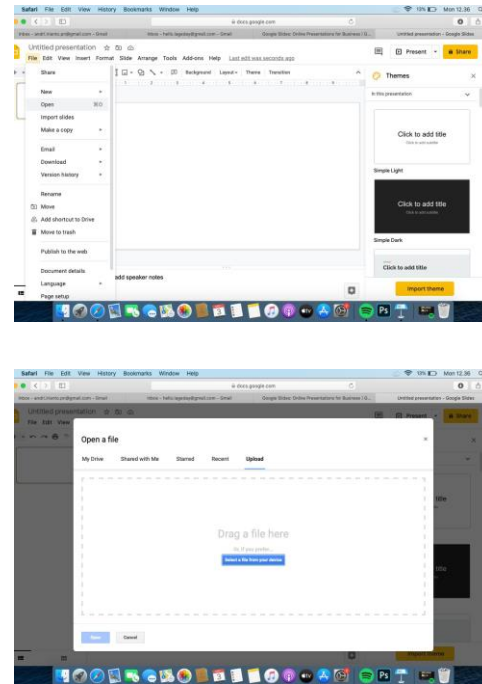


BASIC OPERATIONS

GS HOW TO IMPORT MAIN FILE TO GS

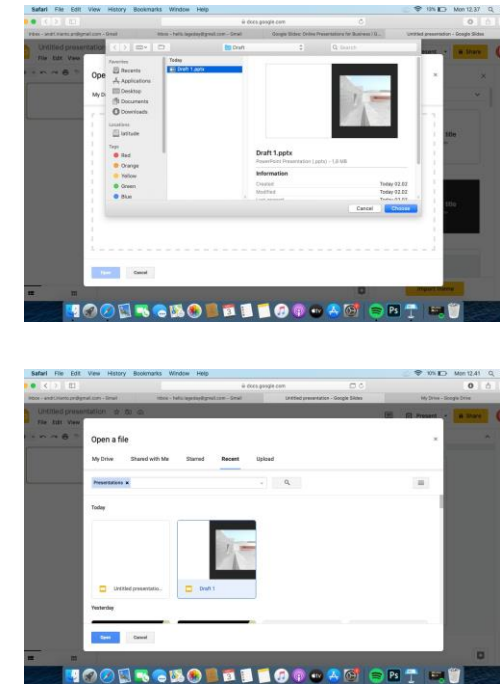
#STEP 01

Open “File” from top menu, and select “Open” and then Upload dialog box will appear



#STEP 02

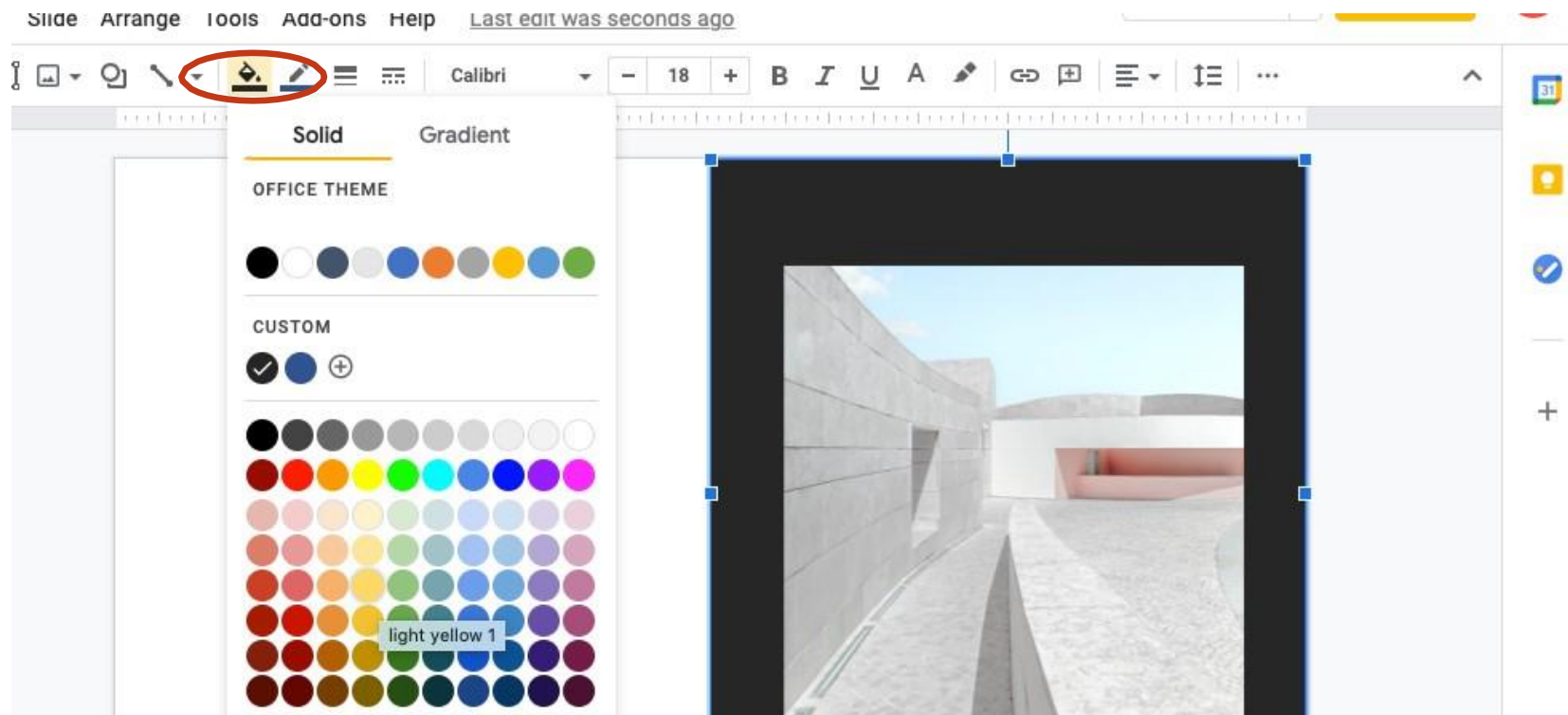
Upload main files (.pptx) from the downloaded template and the open the file



GS

HOW TO CHANGE COLORS

Select Object -> Change the fill colors on the paint bucket menu bar or right click the object -> Select desirable colors

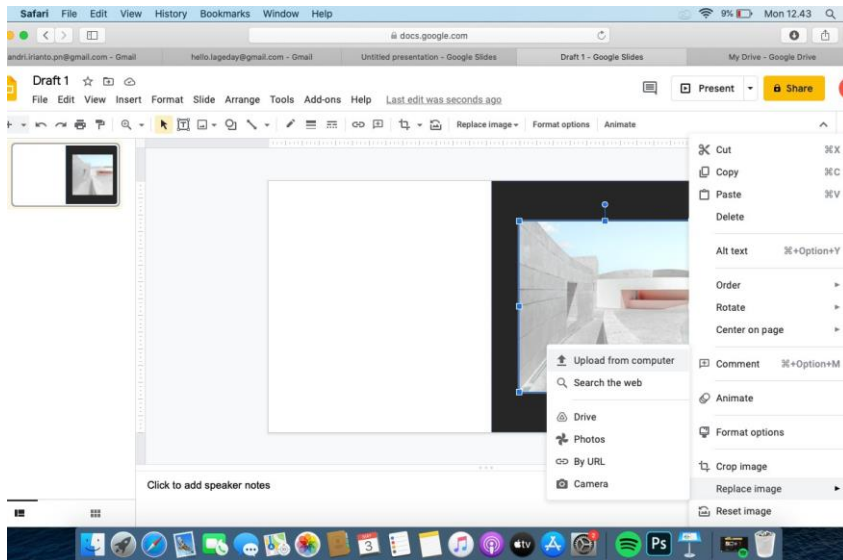


GS

HOW TO ADD/CHANGE IMAGE

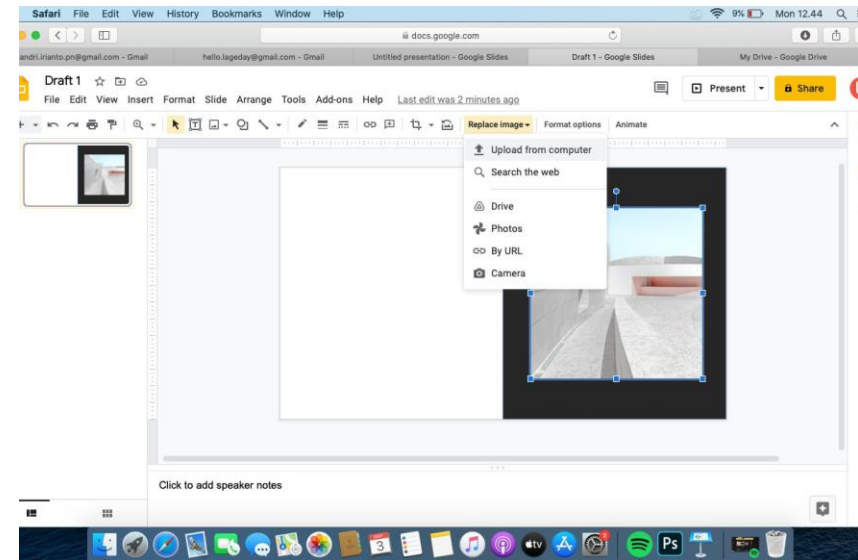
#WAY 01

Right click in image place holder and then click the replace image.



#WAY 02

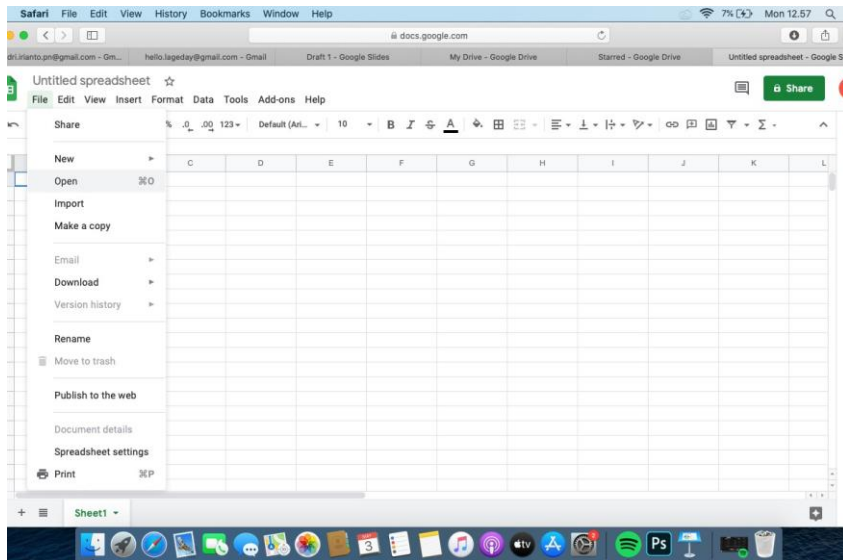
Click icon image and then choose your purpose photo from your library



HOW USE CHARTS FROM GOOGLE SHEET

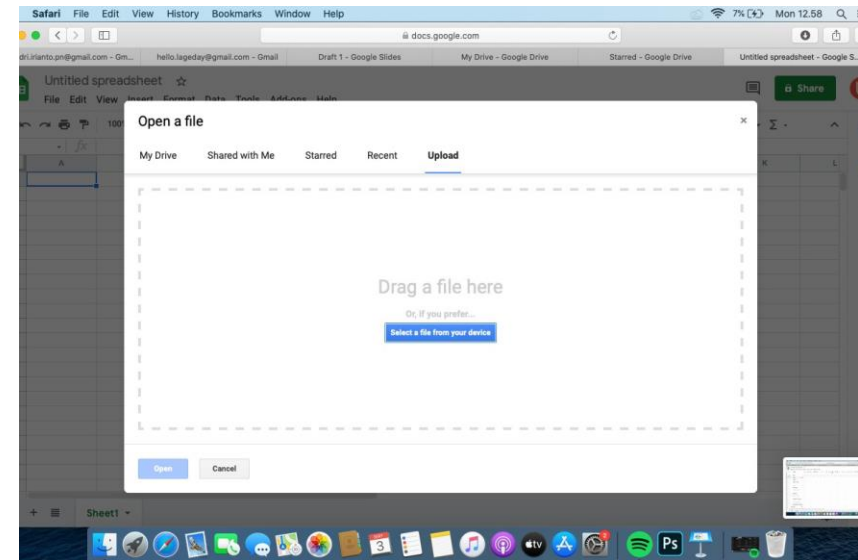
#STEP 01

Open Google Spread Sheet and then
Import the Excel File from Main File
Folder



#STEP 02

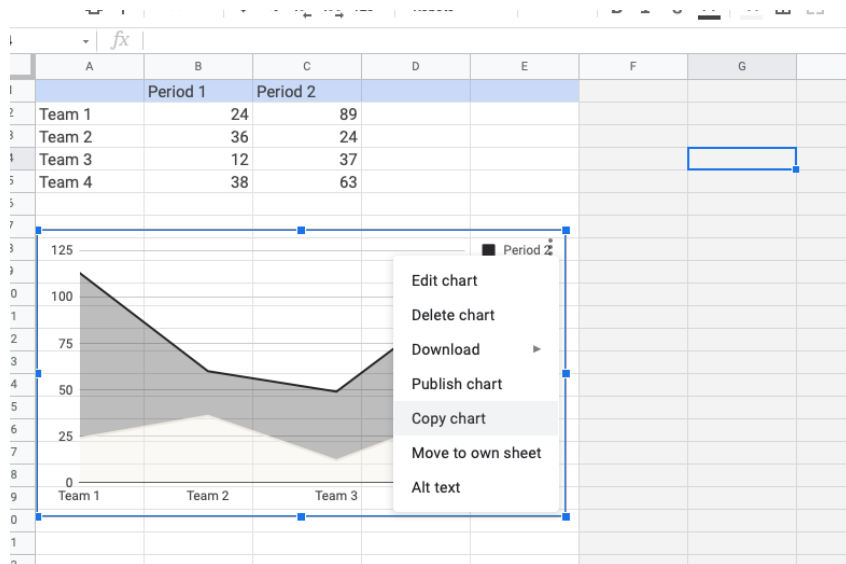
Choose The File and Then Open , you can choose to
upload file directly or upload to your google drive



HOW USE CHARTS FROM GOOGLE SHEET

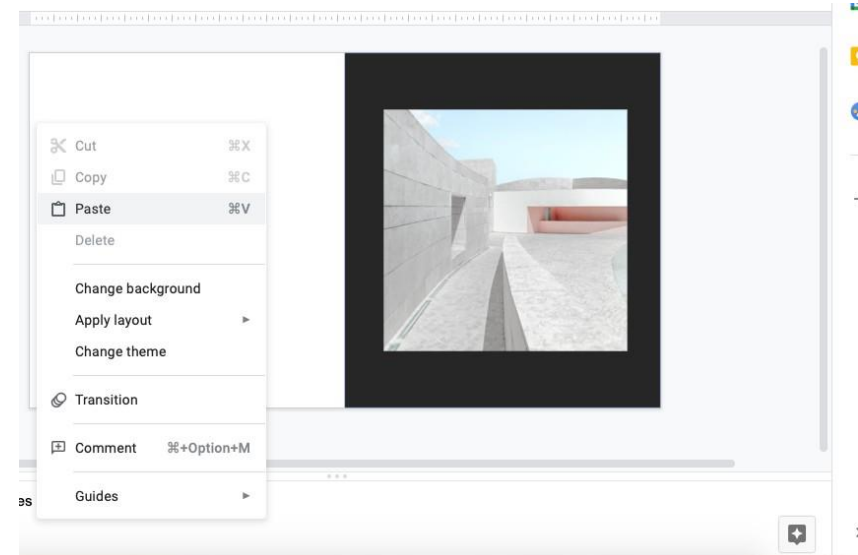
#STEP 03

The Data & Charts will show on your Google Spreadsheet, and then on the top of right corner of charts, select **option** and select **copy charts**



#STEP 04

Back to your Google Slides Page, and then right click and paste

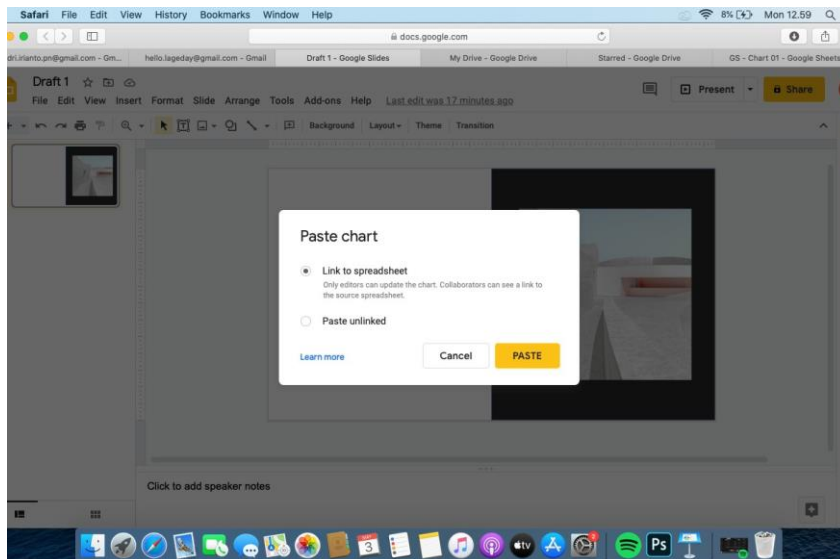


GS

HOW USE CHARTS FROM GOOGLE SHEET

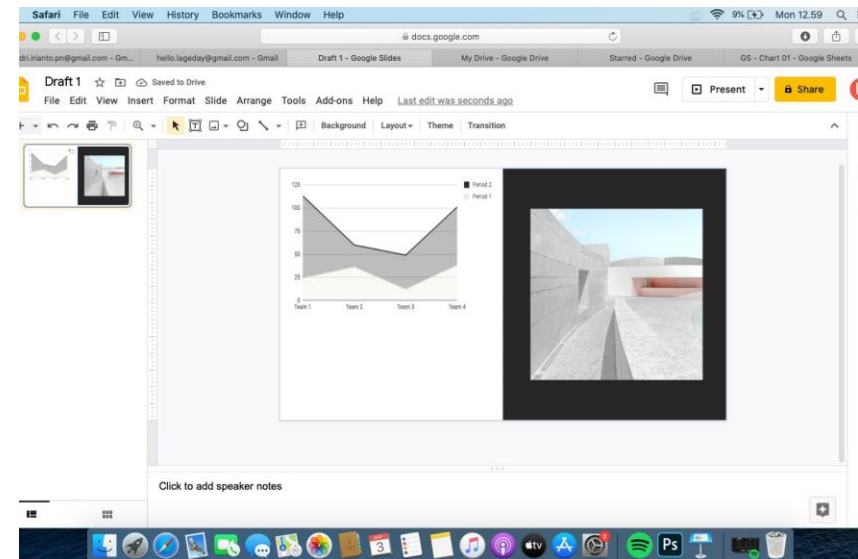
#STEP 05

The paste chart dialog box will appear and then click paste



#STEP 06

Enjoy your charts



COMMON ISSUES

Items or Section is Missing?

- If you're found missing section or item after adding an image placeholder.
- Please "send to back the image". It will be put placeholder image to very bottom layer on your slide, and the missing section will showing up.

Why I can't Click on The Placeholder "Image Icon"?

- If You're Found Issue on Clicking the "Image Icon" on Image Placeholder.
- Please consider to "send to back" items on top of the placeholder first, it will make the image icon appear. After you done, you can send to front again the previous items.

THANK YOU