



# DOCUMENTATION YOUR POWERPOINT TEMPLATE

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# Complete Guide of using the slides

Welcome to 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.

## Getting Started

- PowerPoint basic
- Install .xml color schemes
- Download/install Fonts

## Using The Slides

- Add/change image in image placeholder
- Replace default icons
- Use available layout
- Change color schemes/fonts

## Export Slides

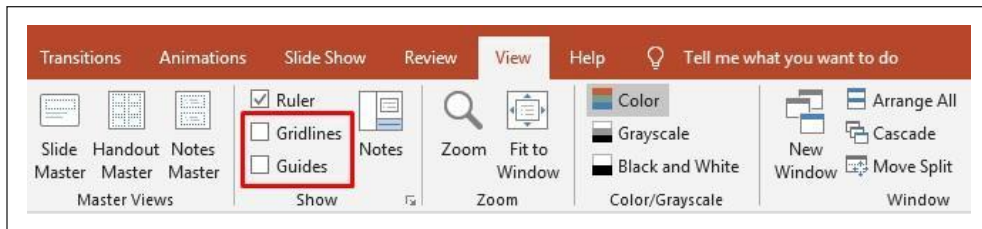
- Export as video, .pdf, or images
- Embed fonts in PowerPoint (windows user only)

# Getting Started

## PowerPoint Basic

### SHOW GUIDE AND GRIDLINE

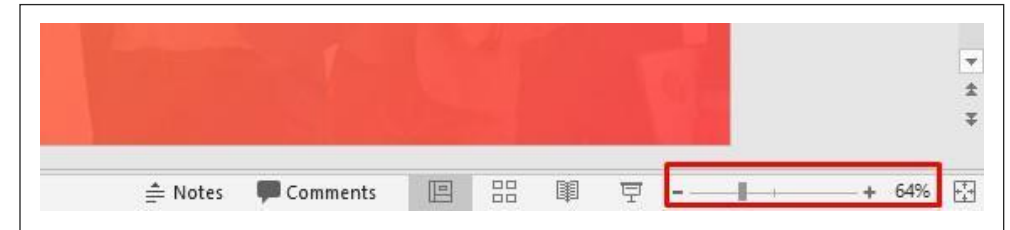
- Click view tab
- Show Guideline and/or gridline by ticking the box



### ZOOM IN OR OUT

- Hold CTRL while scrolling your mouse

- Or drag the zoom tool in right-down corner



### DUPLICATE

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

### ADD IMAGE IN PLACEHOLDER

- Click the placeholder
- Choose picture

### RESIZE/CROP PICTURE

- Click the image/shape
- Click Format tab
- Crop or adjust your image

# Getting Started

## Install .xml Color Schemes

### WINDOWS 7

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

### WINDOWS 8-10

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

## Download and Install Fonts

### DOWNLOAD FONTS

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

### INSTALL THE FONTS

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

# Using the Slides

## Add/Replace Image in Placeholder

### ADD IMAGE #1

- Click image icon in the placeholder
- Choose picture
- Click insert

### ADD IMAGE #2

- Drag the picture from your folder into the image placeholder

### REPLACE IMAGE

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

### ADD IMAGE (UNDER SHADE LAYER)

- Click image icon in the placeholder
- Choose picture, insert
- Right click the image, choose 'send to back'

### FIX YOUR DISTORTED IMAGE WITH CROP TOOL

- Click the image
- Click Format tab
- Choose Crop, then adjust your image

# Using the Slides

## Change Default Icons

### CHANGE ICONS

- Open icon pack files in template folder/theme files/icon pack.ppt or .key
- Select and Copy the icon you want
- Go to your presentation template
- Click icon you want to replace and delete it
- Paste and adjust the icons to the place

### CHANGE ICONS COLORS

- Click the icon>click format tab
- Choose 'shape fill'
- Choose the color you want

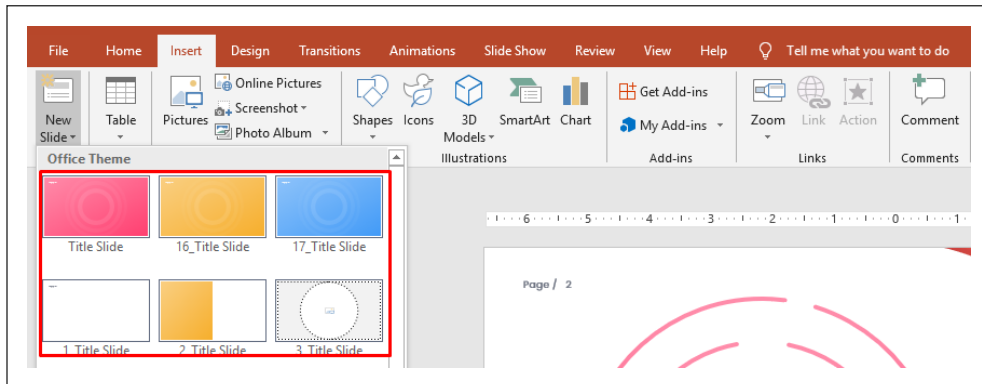
### CHANGE ICONS COLORS TO GRADIENT

# Using the Slides

## Use Available Layout

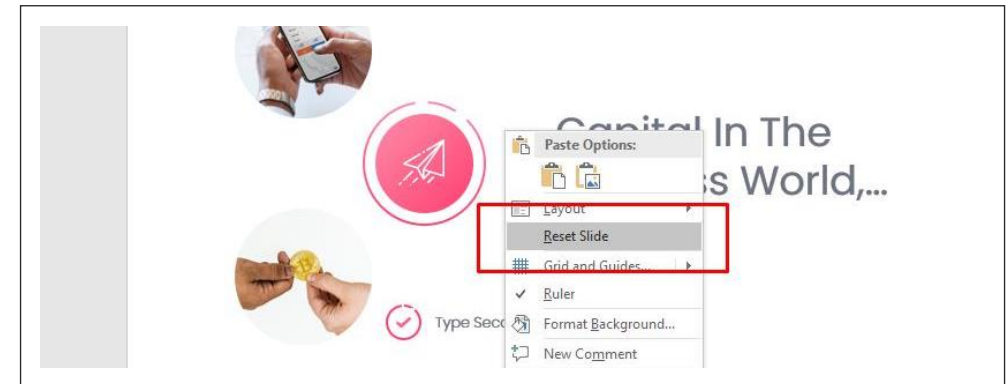
### OPEN AVAILABLE LAYOUTS

- Click Insert tab
- Choose New slide



### RESET SLIDE LAYOUT SETTINGS TO DEFAULT

- Right-click the slide
- Choose reset slide

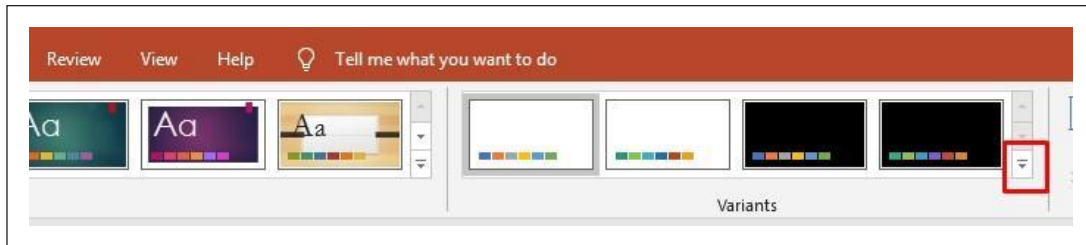


# Using the Slides

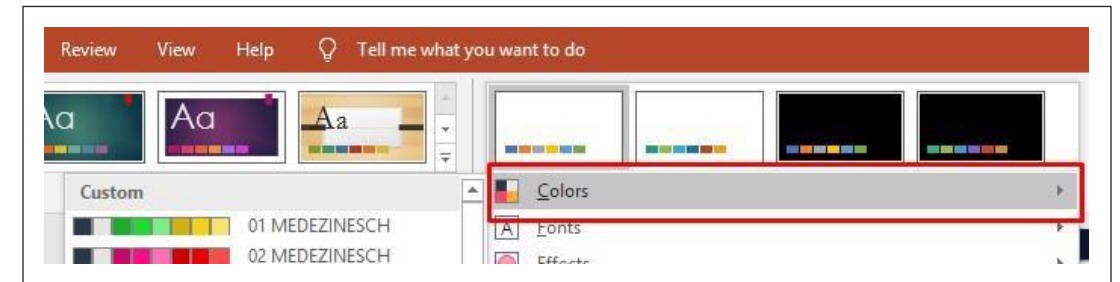
## Apply Premade Color Schemes

### APPLY PREMADE COLORS

- Click design tab
- Click variants dropdown



- Choose colors



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

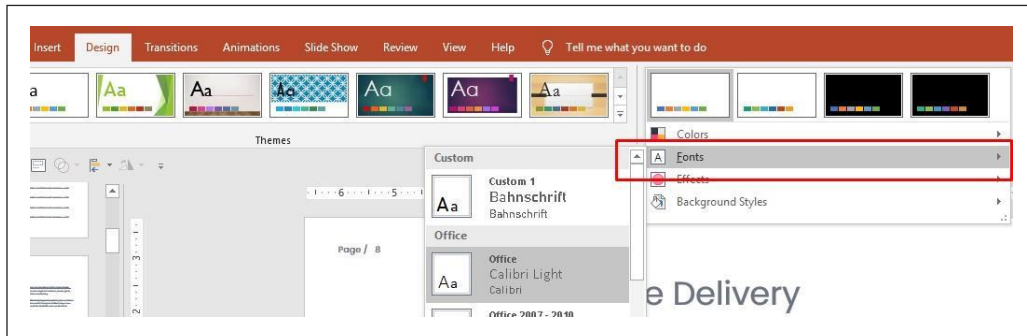


# Using the Slides

## Apply Premade Typeface

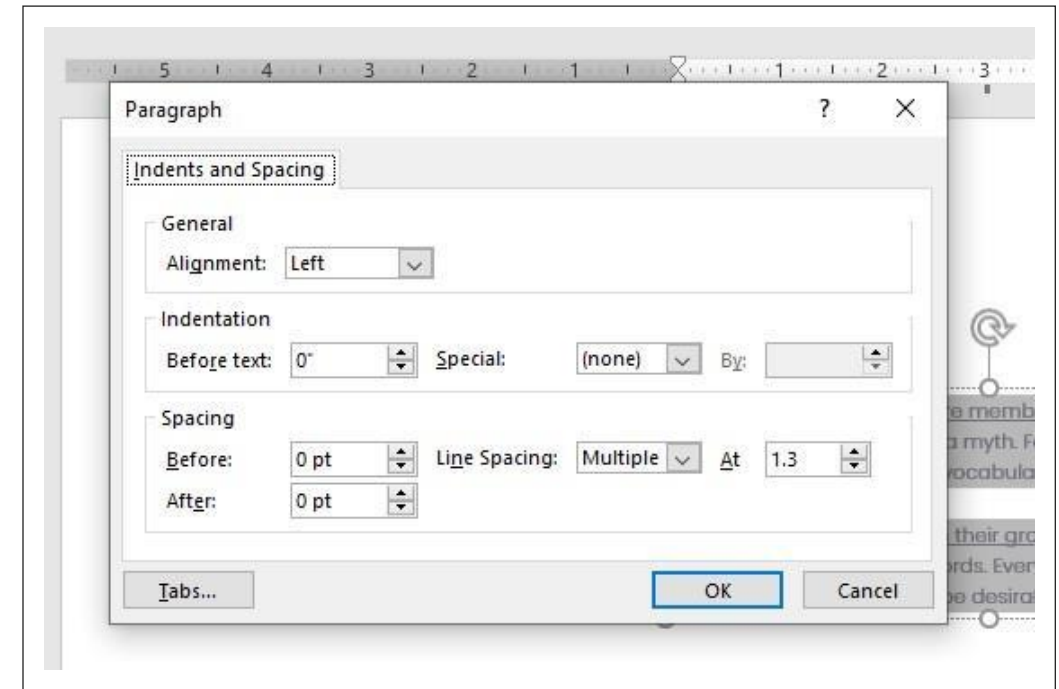
### APPLY OTHER TYPEFACE

- Click design tab
- Click variants dropdown
- Choose fonts



### PARAGRAPH SPACING

- Select all text in a textbox
- Right click
- Choose paragraph
- Adjust

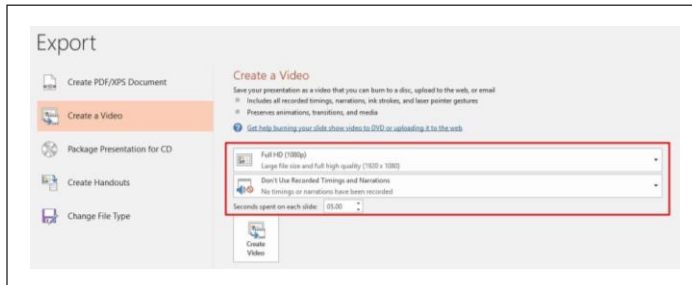


# Export Slides

## Export Video

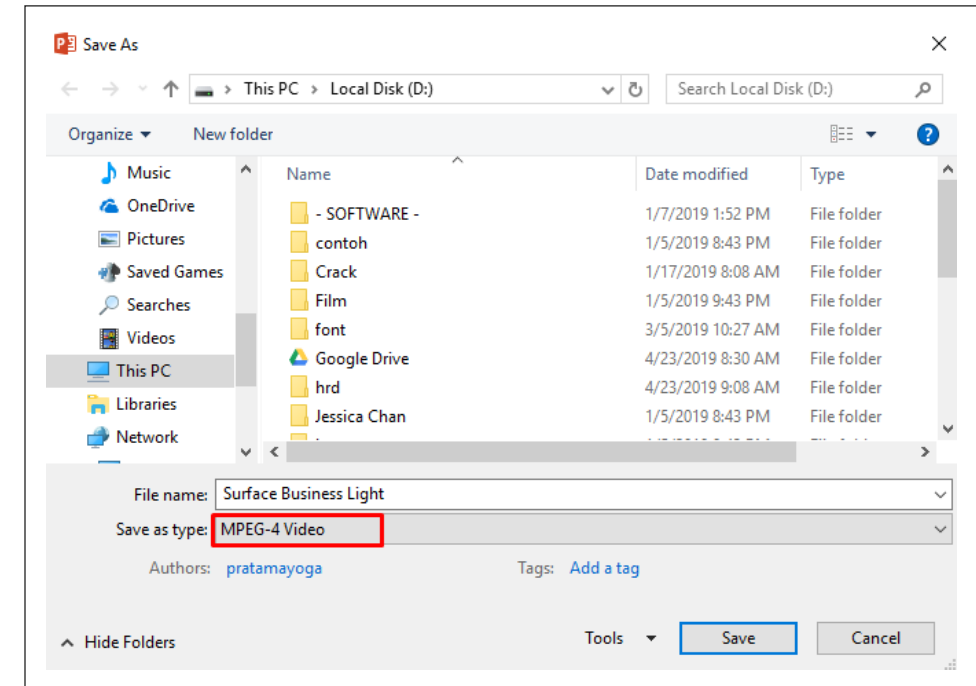
### EXPORT TO MP4 VIDEO (OFFICE 2016–2019)

- Click file tab, choose export
- Choose create a video
- Set quality, narration set/not, & time for each slide spent
- Create video



### EXPORT TO MP4 VIDEO (OFFICE 2010)

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

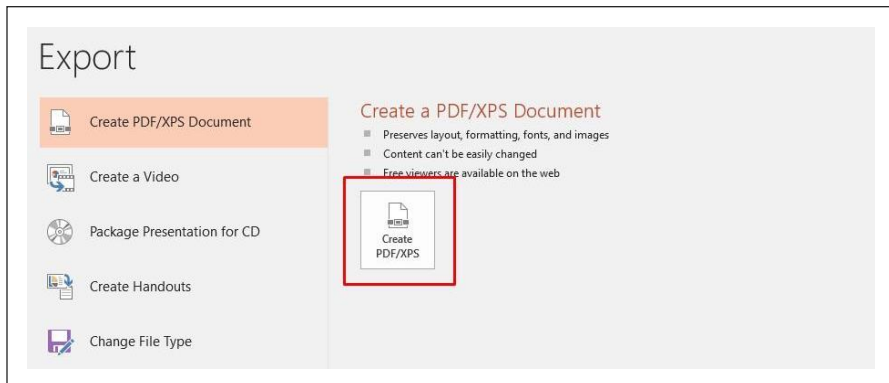


# Export Slides

## Export PDF

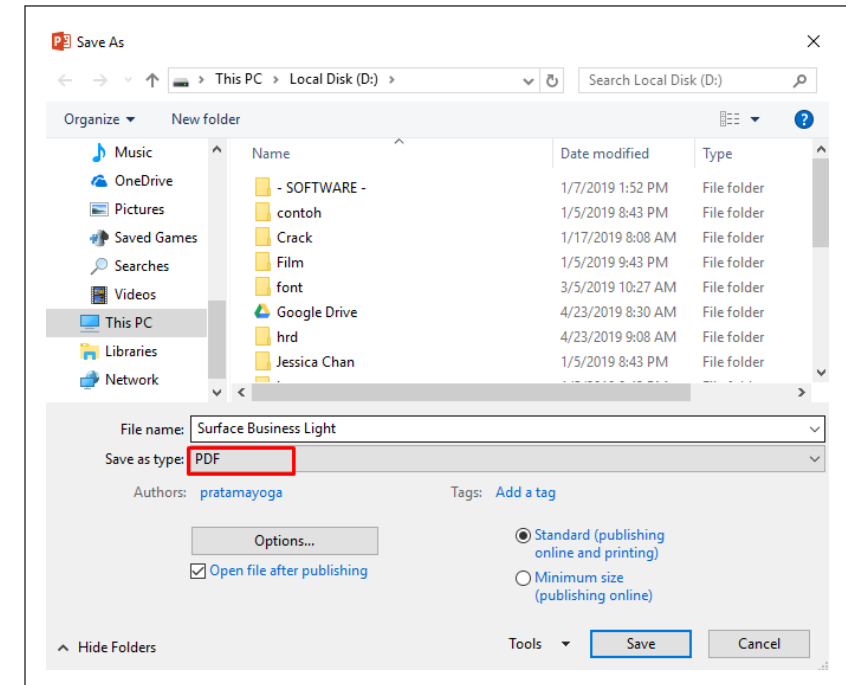
### EXPORT TO PDF (OFFICE 2016–2019)

- Click File tab, choose Export
- Create PDF/XPS documents



### EXPORT TO PDF (OFFICE 2010)

- Click File tab, choose Save as
- Change file type to PDF, then save it

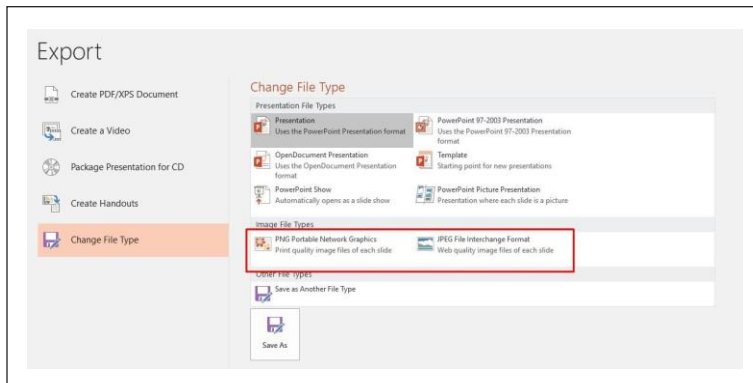


# Export Slides

## Export Images

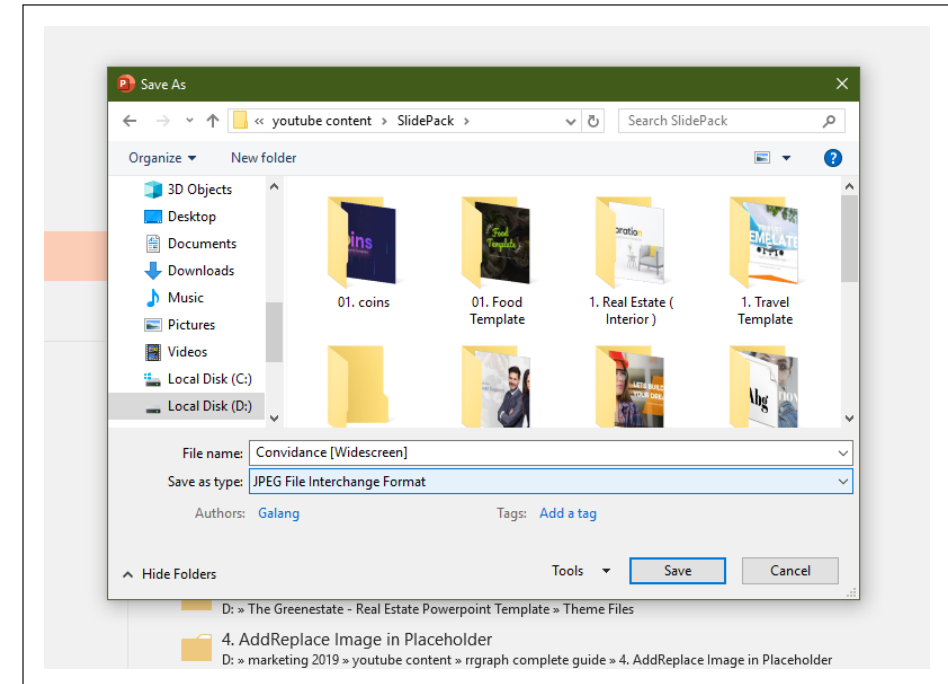
### EXPORT TO IMAGES (OFFICE 2016–2019)

- Click File tab, choose Export
- Choose change file type, choose JPEG or PNG



### EXPORT TO IMAGES (OFFICE 2010)

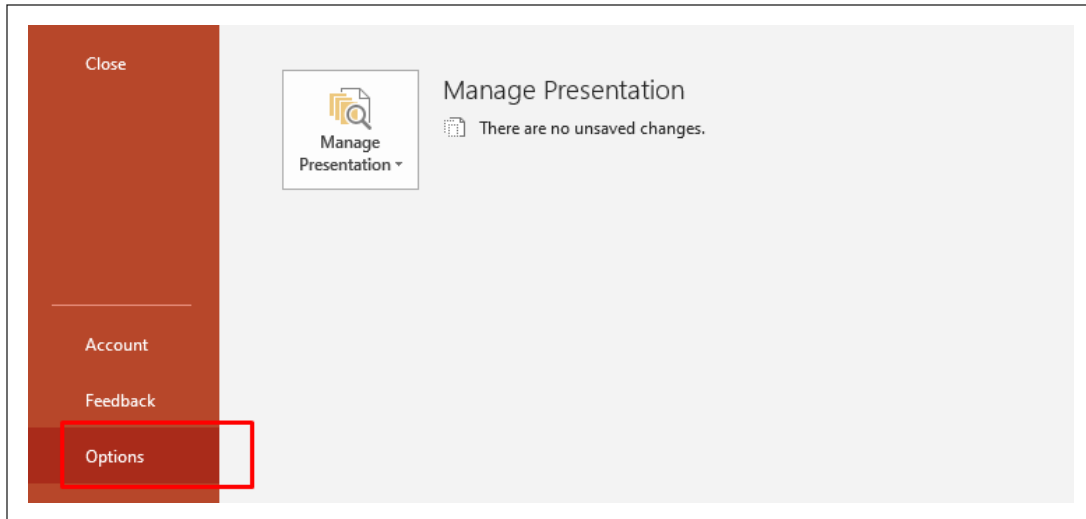
- Click File tab, choose Save as
- Change file type to PNG/JPEG, then save it



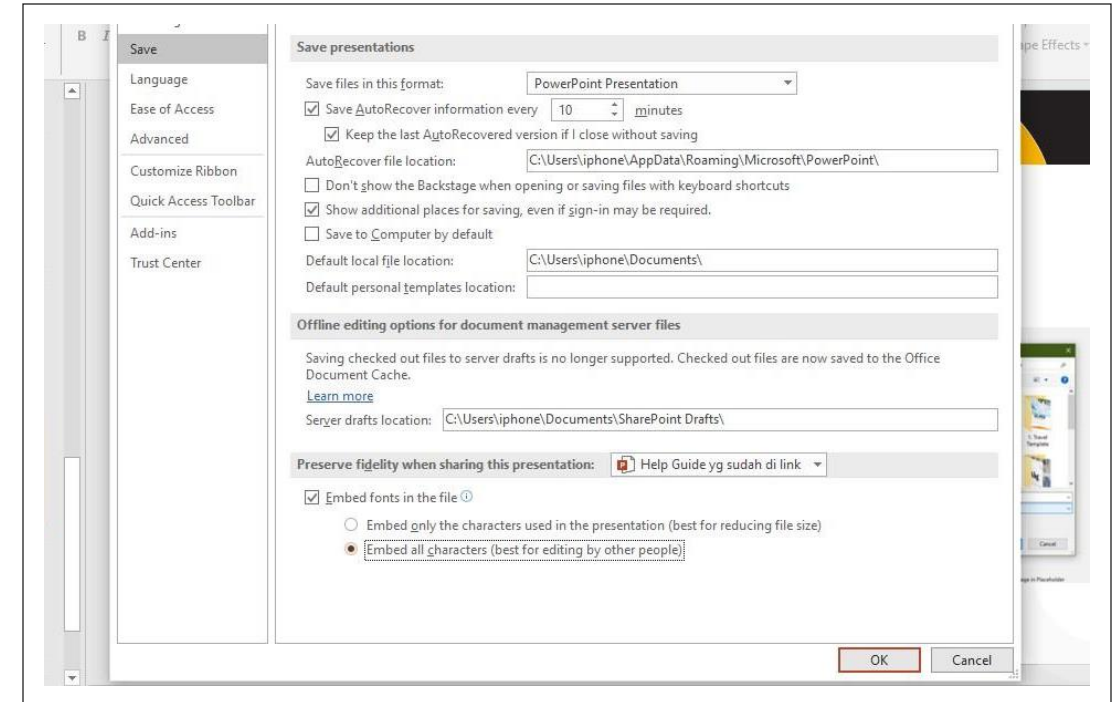
# Export Slides

## Embed Fonts (Windows User Only)

- Click File tab, choose Options



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





# THANK YOU FOR USING OUR TEMPLATE

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