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# SIMPLECO

## PRESENTATION

Help file

If you have any questions please contact us at  
[zhukov@nm.ru](mailto:zhukov@nm.ru)

Thank for your purchase.

**Alexander Zhukov**

# Fonts

Please make sure to download and install the fonts below:

## Fira Sans

<http://www.fontsquirrel.com/fonts/fira-sans>

## Et-line

<http://bit.ly/13xf6mF> (ICONS FONT)

## HOW TO CUSTOMIZE THIS PRESENTATION

All shapes are fully editable in powerpoint. You don't need to jump to another software just to change color, size, etc. Just change as you wish directly from powerpoint.

### HOW TO CREATE SEMI TRANSPARENT OVERLAY BACKGROUND

1. Click on the text box "add your image here ..." on the background (most of them are in the master slide except )
2. Right click > Format Shape > Picture or Texture
3. Set transparency in the fill window, drag to 80% or 90%

### HOW TO UNGROUP AN OBJECT/SHAPE

1. Right click on the object
2. Select Grouping > Ungroup

### How to Group an Object/Shape

1. Right click on the object
2. Select Grouping > Group

### How Edit/Fill Shape Color

1. (Left) click on the shape
2. Chose a color from color pallette (bucket icon)

### How to Change Line Color

1. Left click on the shape
2. Chose a color from color pallette

### How to Edit Chart Data

1. Right click on the chart
2. You will be directed to Excel spreadsheet data. You can edit the data there.
3. Once the spreadsheet completed. save the data (ctrl+s) for windows or (cmd+s) for mac user.

### HOW TO CHANGE A PICTURE

1. Drag photo from your folder
2. Drop on the placeholder area

### HOW TO CROP A PICTURE

1. Double click on the picture
  2. Choose Crop from toolbar
  3. Drag the crop handle horizontally/vertically to adjust the width/height
- Images' source: