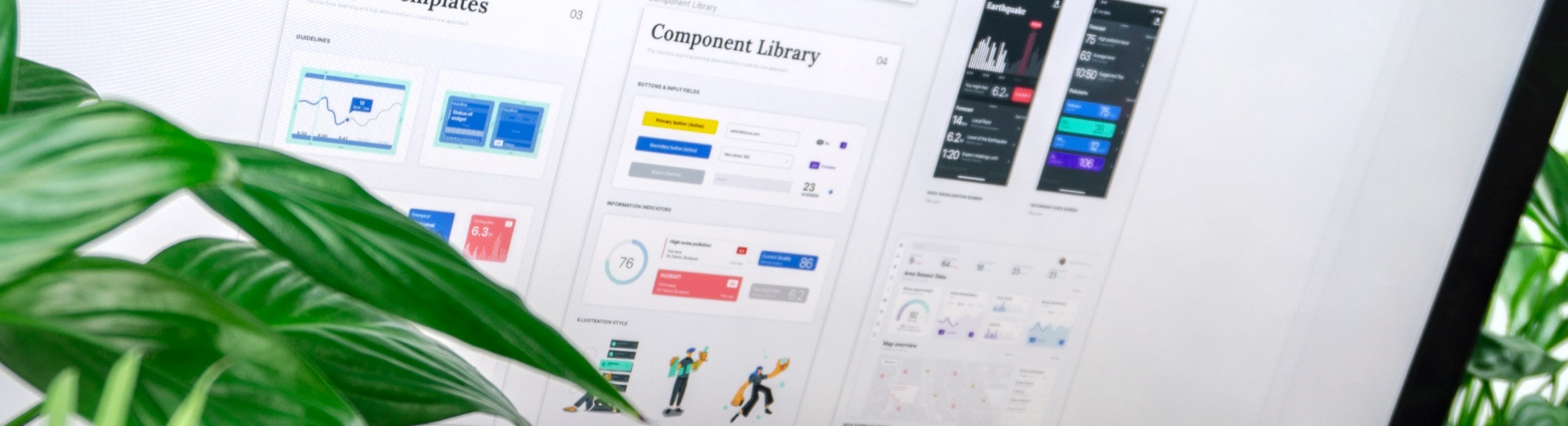# Slide Factory

Documentation Guideline

Documentation Guideline

Hi there! Welcome to Slide Factory. This is a guideline in using our Keynote Template. In this guide contains some useful ways to edit Keynote according to what you want.

Let's Get Started

Installing Fonts v1

The first thing to do before open the PowerPoint file is installing font.

1 **Open Readme file**

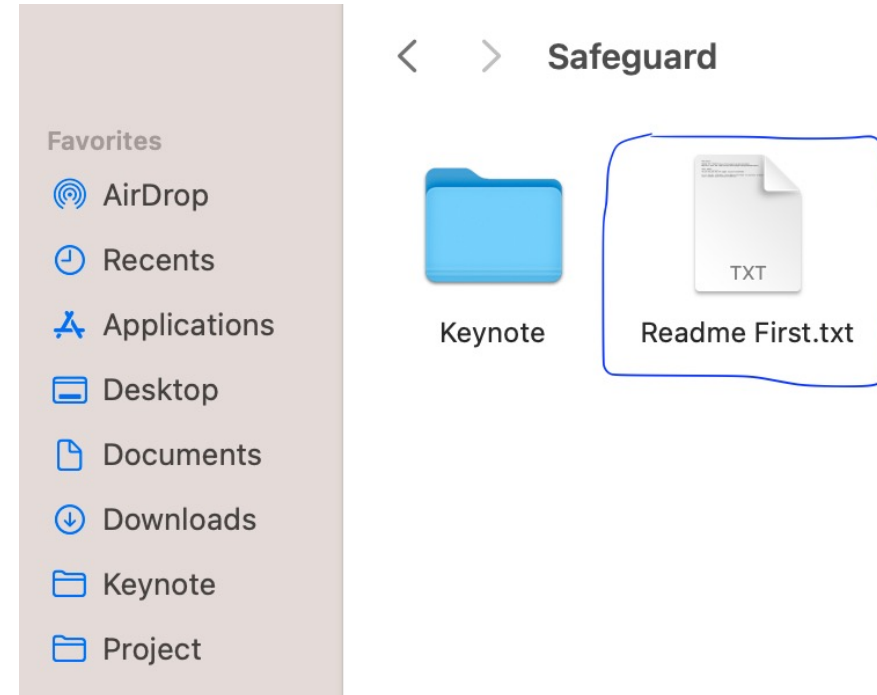Inside **Readme First.txt**, there is information about the fonts used and links that we can access to download the fonts used in Template.
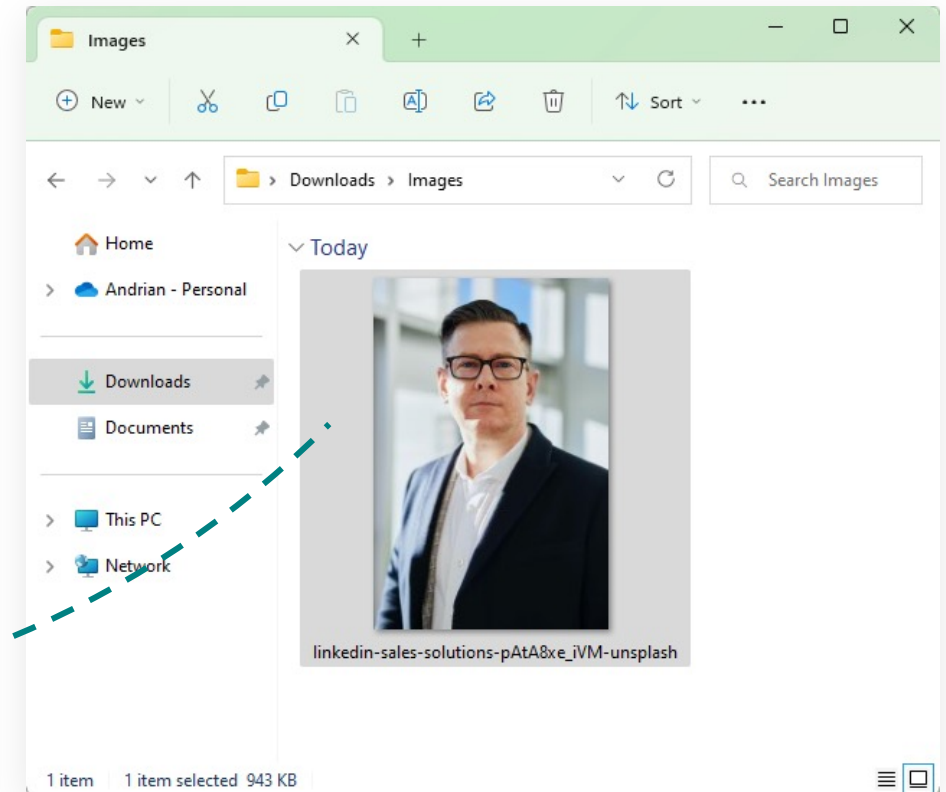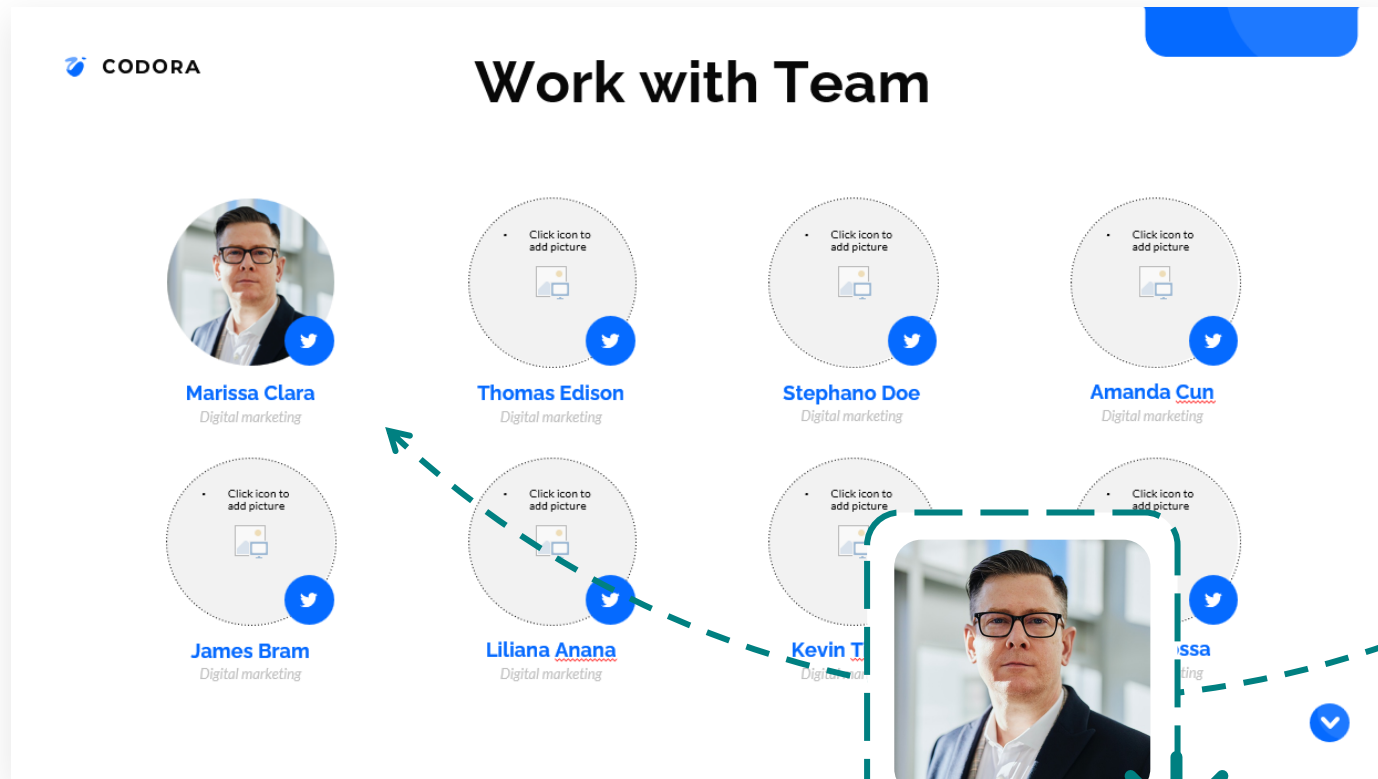
2 **Download and Install**

After download the fonts, then installing the fonts with following this step:

Open fonts folder > select the font that you want to install (.otf / .ttf) > Double click > choose install

Safeguard

Favorites

AirDrop
Recents
Applications
Desktop
Documents
Downloads
Keynote
Project

Keynote   Readme First.txt
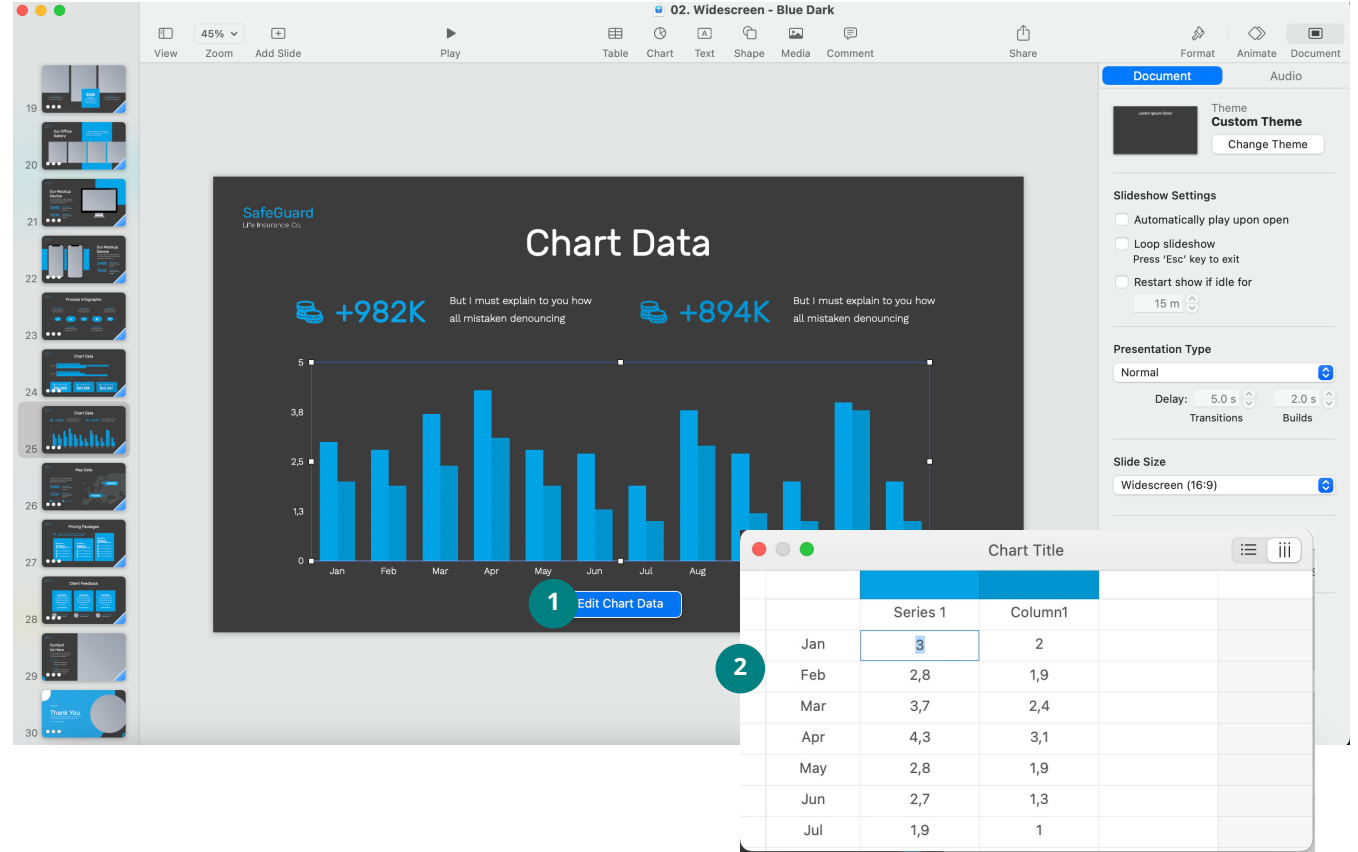
Drag and Drop Picture (Insert Picture)

You can easily change the image by drag and drop. Select the image that you want to insert into the slide and then drag it to the placeholder where you will display the image

Edit Chart

All chart is editable, you can change the data or the chart it self. Following this step to change the chart

(1) Click "Edit Chart Data" -> (2) New window will pop-up, change the number here.

Thank You