

User Guide

For **PowerPoint** templates

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Template usage

At first **you have to download and install all fonts** used in template.

After you open template, you can change any graphics as you like.
Template uses scalable handmade vector-based shapes and icons.

All graphics in template file may be grouped and animated.
For customization you have to ungroup it (*left click menu -> ungroup*), or use double click (*mouse left button*). As some graphics groups can be animated, recommended to change all elements without ungrouping.

Used fonts

ROBOTO SLAB

<https://www.fontsquirrel.com/fonts/download/roboto-slab>

ARIAL

No need to install. System font

How To Install. Once downloaded, the font may or may not be packed into a zip file. If it's zipped, right-click on the file, select Extract All, and then follow the instructions to put the font **into** a folder of your choosing.

After extraction (or accessing the file at its downloaded destination), right-click on the file and select Install.

How to place your images

Template haven't preview images and you have to place it yourself.

(Windows) Select a shape -> Under Drawing Tools, on the Format tab, in the Shape Styles group, click Shape Fill > Picture, and select the picture that you want.

(Mac) Select a shape -> right click-> "Format shape"-> in menu "Fill" choose "Picture" button->"Choose a picture".

To make your pictures undistorted, select your picture -> go to "Format picture" tab -> select "Crop" button -> choose "Crop to fill" option.

For more information, [please click here \(External link\)](#)

Using master slides

All PowerPoint Templates based on Master Slides. Master slides are using for creating common style of your slides. Master slides can include page numbers, footers, company info, backgrounds e.t.c

Follow this link to find out more:

What is a slide master? [Click here](#)

Create or customize a slide master [Click here](#)

Learning PowerPoint

Official Support site:

<https://support.microsoft.com/en-us/powerpoint>

F.A.Q

Q. I want to insert my images into the shapes with the words “Place your images here”, but I do not know how to do it.

A. If you can’t see place image button this mean that shapes use a picture fill.

Read this article about it: <https://support.office.com/en-us/article/add-a-picture-fill-to-a-shape-f2294d90-1dc3-46ac-9875-3dfae9547341>

Q. I opened the template but the colors do not suit me. What can I do with this?

A. You can tune your colors in Color Themes.

Read this article for this: <https://support.office.com/en-us/article/create-your-own-theme-in-powerpoint-83e68627-2c17-454a-9fd8-62deb81951a6>

Q. I do not like fonts. How can I replace them?

A. Use Replace Font option to change a font throughout your presentation. Here's how: 1. On the Home tab, in the Editing group, select Replace and then select Replace Fonts. 2. In the Replace Font dialog box, in the Replace field, select the font that you want to replace. 3. In the With field, select the font that you want to use, select Replace, and then select Close.

See full article here: <https://support.office.com/en-us/article/change-the-fonts-in-a-presentation-0109d7b7-4f3e-4d0a-b8a8-2604f21e977f>

F.A.Q

Q. I opened the template but cannot change or move objects or text. What should I do?

A. Your template use Master Slides. This objects contains here. See this article how to use Master Slides:

<https://support.office.com/en-us/article/video-change-slide-masters-434b92d7-5347-4197-8d5c-d5b23219cf28?ui=en-US&rs=en-US&ad=US>

Q. I use MS PowerPoint 2003 and your templates can't open from here

A. You can install Microsoft Compatibility Pack for MS Office, or update your MS Office software to newer version.

More read here: <https://www.microsoft.com/en-us/download/details.aspx?id=33298>