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T H E

E D I T I N G

P R O C E S S

*The intended purpose of this document is to help guide you through the customization process for **Microsoft PowerPoint.***

I.   **Add photos** *– by dragging and dropping your desired image directly onto the image placeholder area **or** click on the icon in the center of the image placeholder area that says '**Click icon to add picture**' and then follow the image search prompts.*

II.   **Image placement + size** *– in order to **change the position and size** of the picture placeholder (select your photo and then drag one of the corner handles to adjust the image size) or change the dimensions in **'Slide Master'** mode under the '**View Tab**'. You can also just select the image and choose the '**Crop Tool**'.*

III.   **Edit colors and sizes of shapes** *– by selecting your desired text or object and then choose '**Shape Fill**' or '**Font Color**' from dropdown menu.*

IV.   **Re-Arrange** *Images or objects by right-clicking and then choosing 'Bring to Front' or 'Send to Back'*

V.   **Editing Chart Data** *– Click [here](#).*

VI.   **Add Hyperlinks** *– Select your text, shape or image and then **right-click**. Next, select '**Link**' from the menu that appears and then input your URL into the address field and then select '**Ok**'*

VII.   **Duplicating pages** *– right-click on the slide that you wish to duplicate and then once the pop-up menu appears, select '**Duplicate Slide**'. Or select several slides at once then choose '**New Slide**' from the Home menu tab and choose '**Duplicate Selected Slides**'.*

*Click the camera icon to discover **70+ Absolutely FREE Stock Photography Websites for Bloggers and Creatives***

REFER TO THE **FONTS.TXT** FILE FOR THIS SECTION. IF A SPECIALTY FONT IS BEING USED, THERE WILL BE A DIRECT LINK TO TAKE YOU TO THE DOWNLOAD PAGE.

1. Open the file titled > '**Step 1 – Fonts.txt'**
2. Click [here](#) to view a tutorial on how to install fonts for both MAC and PC users.
3. Once you've installed the required font(s) listed in the **Fonts.txt** document, your font list will automatically update in **PowerPoint** and be ready for use.

HOW-TO EDIT 'SPECIAL TEXT' FONT COLOR

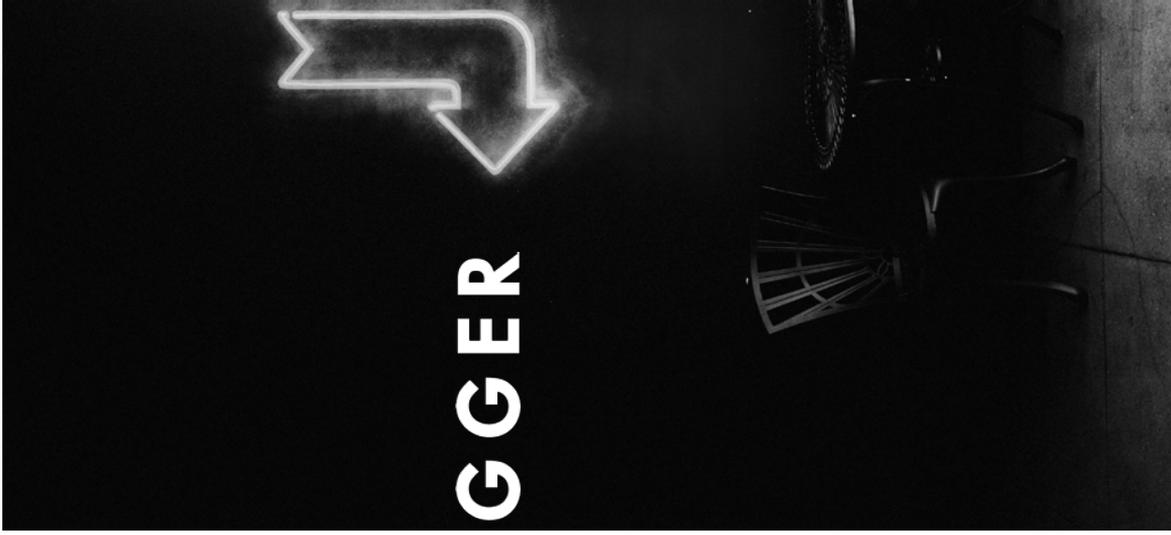THIS METHOD IS BEST USED WHEN SPECIAL TEXT EFFECTS ARE REQUIRED **(EX. OUTLINED TEXT-OBJECT A**).

1. With your text selected, select the '**Format tab**' from the menu above.
2. And then once the '**WordArt Styles'** section is visible**,** select the '**Text Outline'** drop-down menu and choose your desired color.

FOLLOW THESE STEPS TO SAVE YOUR TEMPLATE
IN **.PDF FORMAT**:

1. *Go to **File > 'Save as Adobe PDF'** or*
2. *Select **File** > **'Save As'** and then select **.PDF** from the drop down menu*
3. *Click **'Save'** and you're done!*

SAVING

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