

Guidebook

For template made by Creathrive in PowerPoint version



*If you're using older version of PowerPoint,
some instruction / function might not work properly.
Please make sure to update your PowerPoint to latest version.*



Font Download

FIRST AND VERY IMPORTANT STEP.

This template is using additional free fonts to make it works.

Please make sure to download and install this font(s) below before start building your presentation.

Ignore any missing fonts warning other than below. (if there is any)

Montserrat

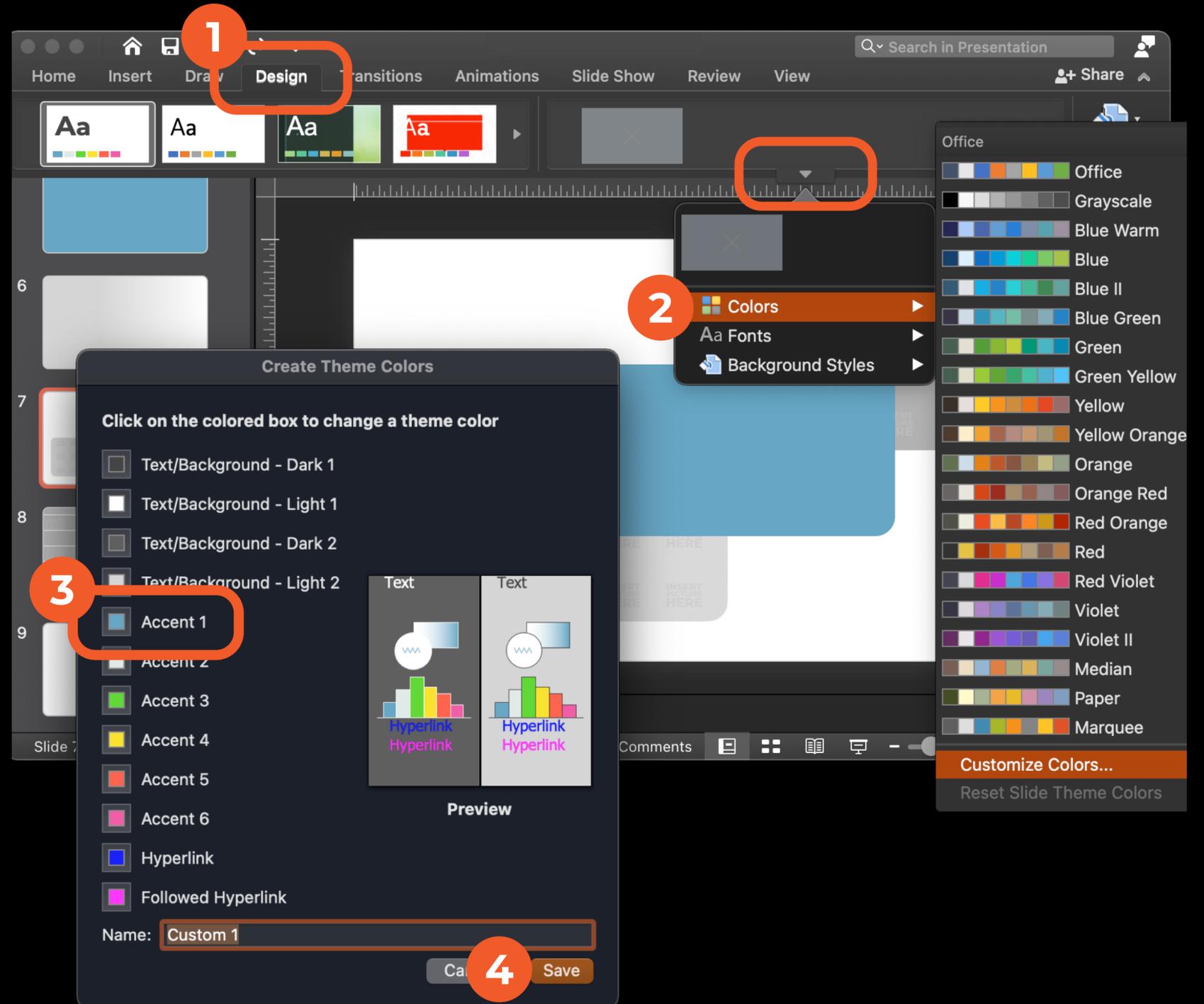
<https://www.fontsquirrel.com/fonts/montserrat>

Raleway

<https://www.fontsquirrel.com/fonts/raleway>

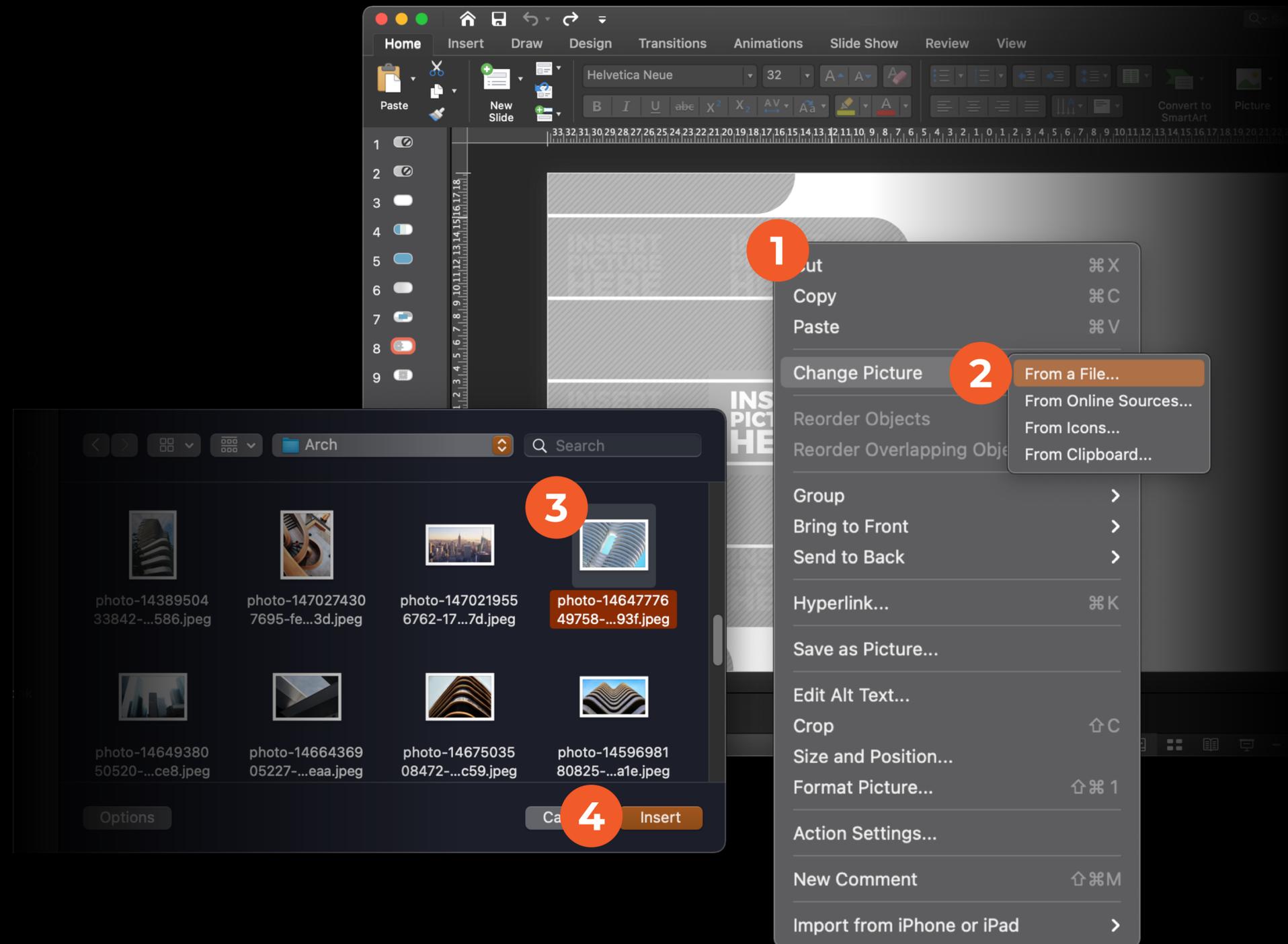
Change Colors

- 1 Select **DESIGN** menu tab
- 2 Select **COLORS**, then **CUSTOMIZE COLORS...**
- 3 Change color on **ACCENT 1** to any colors you desire
- 4 Input any name then hit **SAVE** to finish!



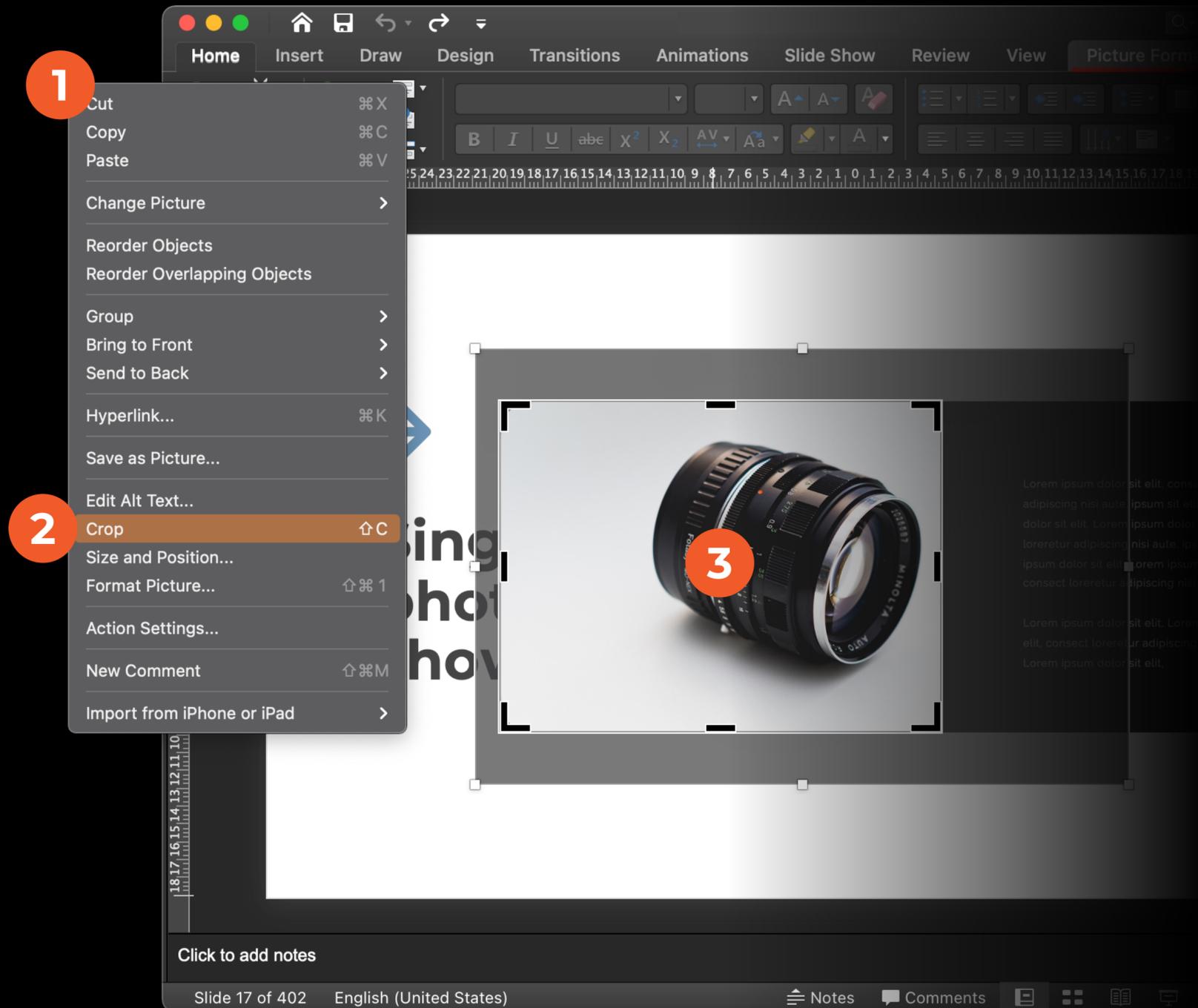
Change Pictures

- 1 Select and **Right Click** the **IMAGE PLACEHOLDER**..
- 2 Hover **CHANGE PICTURE** submenu, then select **FROM A FILE...**
- 3 Choose your image file
- 4 Select **INSERT**. Done.



Picture Adjustment

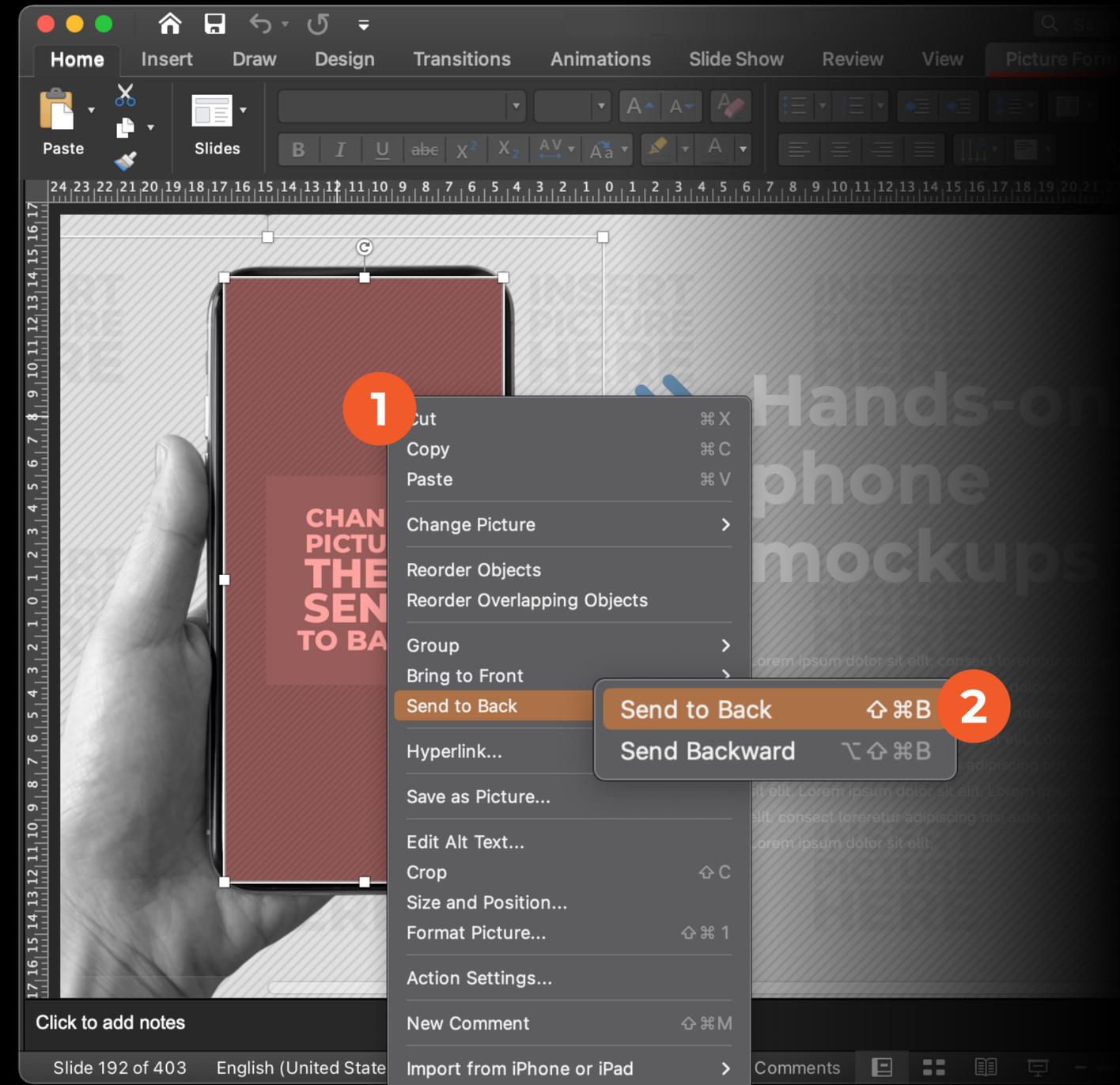
- 1** Select and **Right Click** the **IMAGE**.
- 2** Select **CROP**
- 3** Adjust picture size or change picture position within frame



Mockups Adjustment

Some mockups have unique shape overlaid on top of the picture. **After changing the picture**, do following steps :

- 1** Select and **Right Click** the **IMAGE**.
- 2** Select **SEND TO BACK > SEND TO BACK**



Smart Charts

- 1 Select and Right click the **Smart Charts**
- 2 Select **Edit Data in Excel**
- 3 Change the value on Excel and it will reflect to chart right away.



Some charts may be covered by some object on the top layer. Please make sure you click the chart until you see the button.

The screenshot shows a presentation slide with a line chart titled "2022" showing data for January through June. The chart is overlaid on an Excel spreadsheet. A context menu is open over the chart, and the "Edit Data in Excel" option is highlighted. The Excel spreadsheet shows the data source for the chart, with the value for "Region 1" in the January column highlighted.

	Jan	Feb	Mar	Apr	May	Jun
Region 1	17	58	45	68	98	87

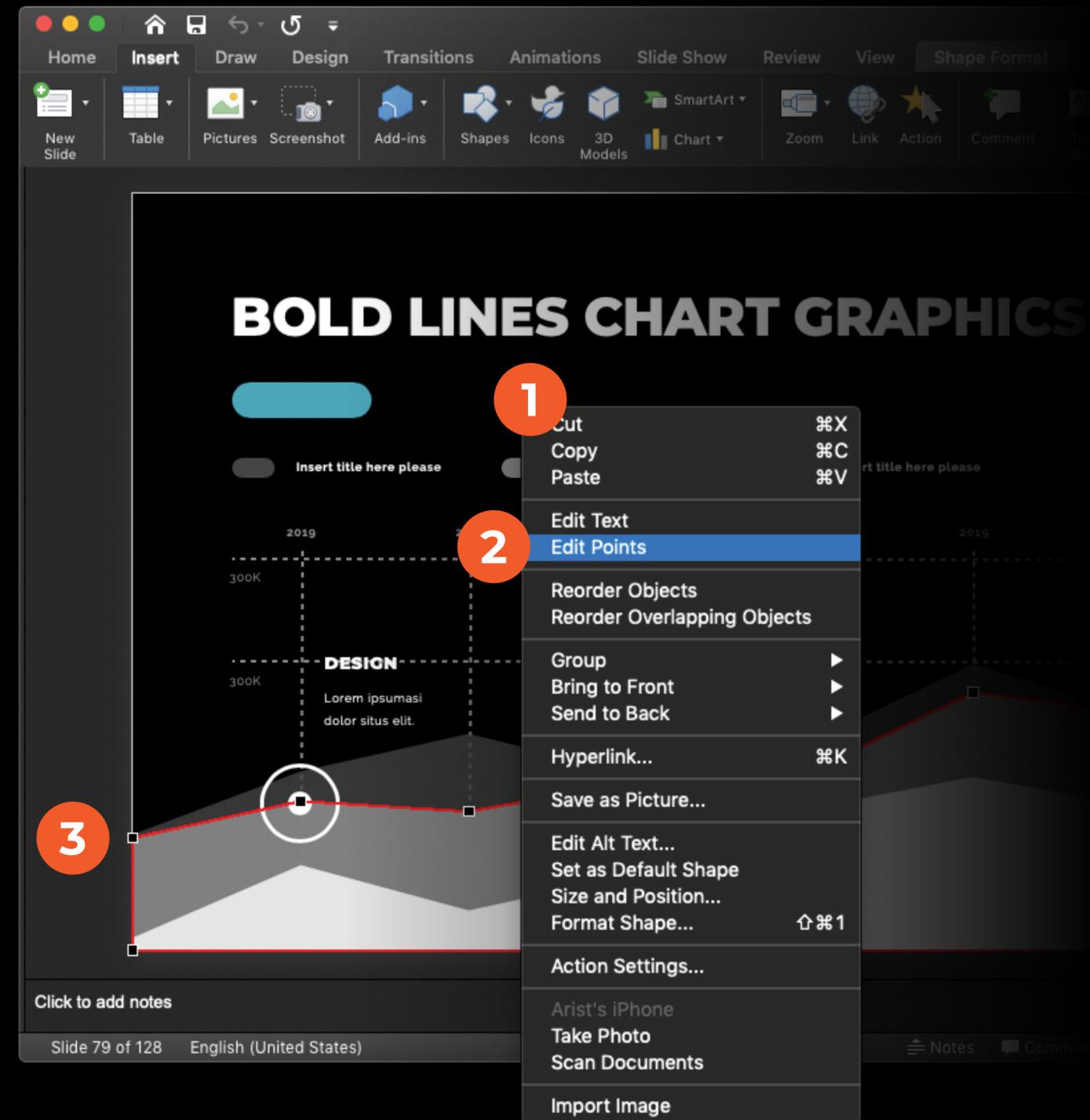
Vector Infographics

1 Select and **Right Click** object

2 Select **Edit Points**

3 Modify the **dot points**

! *Some elements are in groups.
Double-click the group then repeat
steps to edit the content*

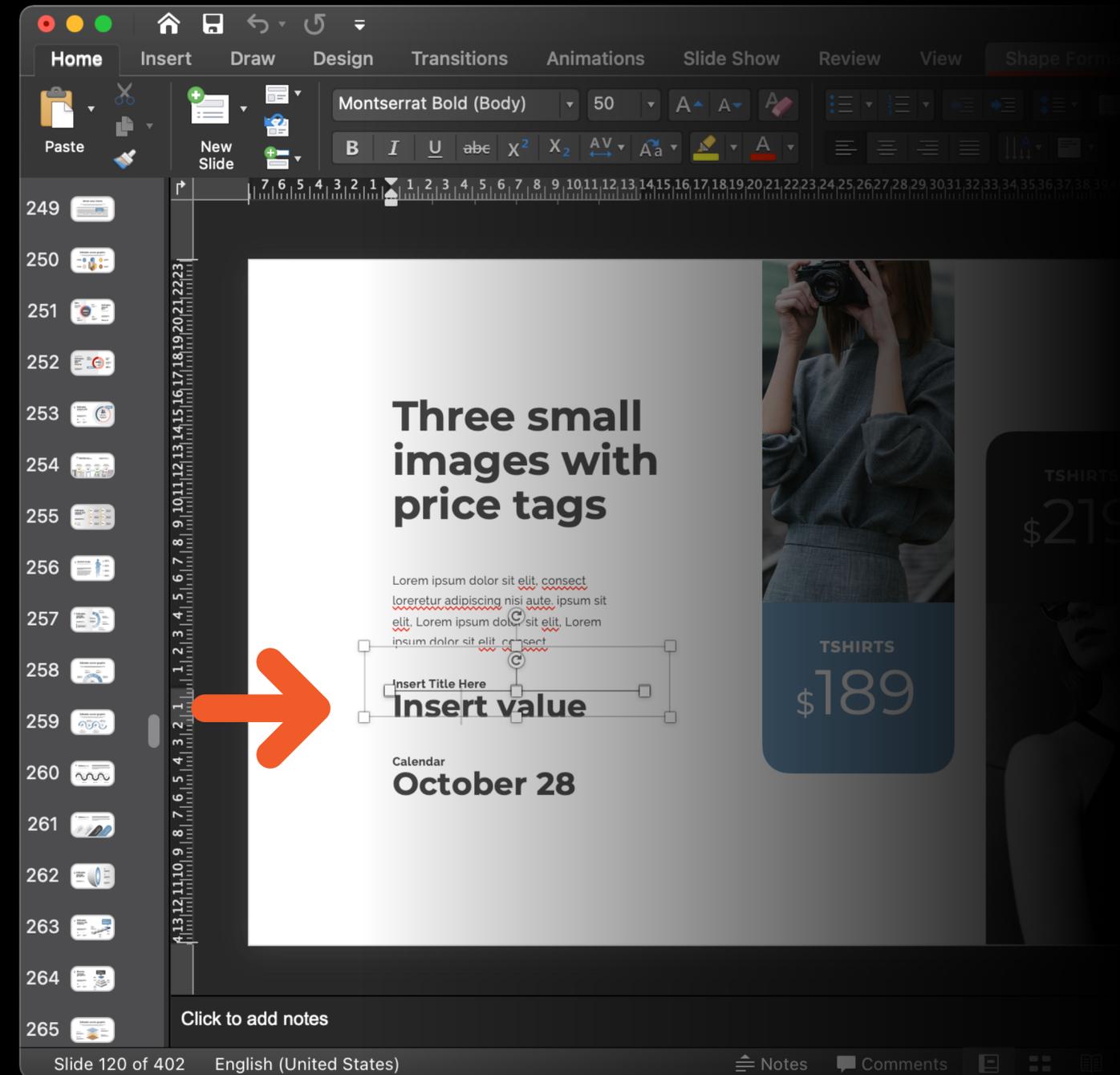


Editing Contents

Some elements are animated in groups.
You could change the content within group
without losing animation.

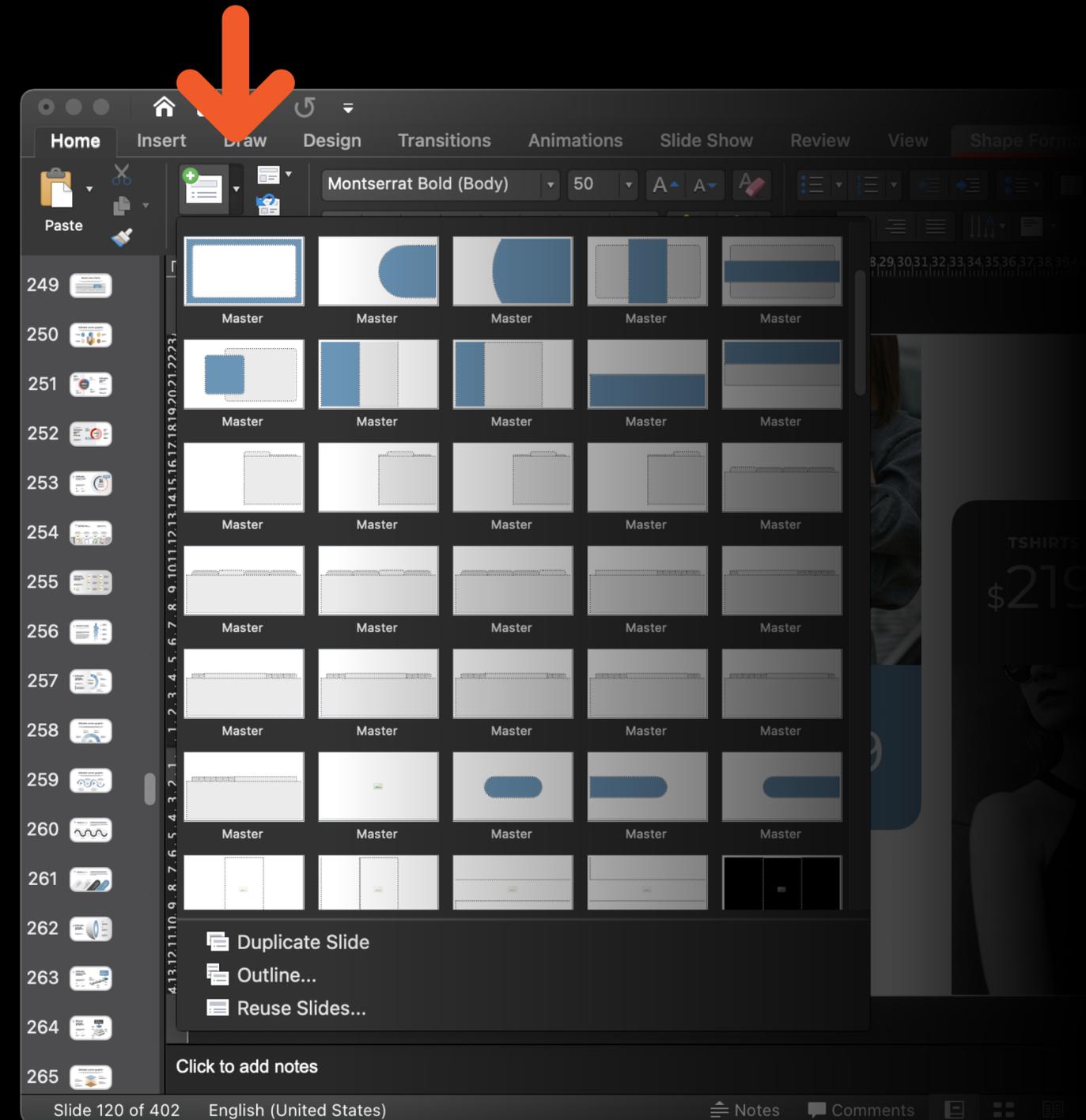


*Please note that if you choose to ungroup
you will lose the animation for that group.*



Slide Masters

You could build **new slide from scratch** and keeping the same design consistency at the same time using **Slide Masters**. Just add slide by clicking the small arrow beside **“New Slide”** and choose tons of options available.



Thank you!



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