

BLOGGER KIT CO.



QUICK USER GUIDE



MICROSOFT POWERPOINT USER GUIDE
for BLOGGER KIT CO. TEMPLATES

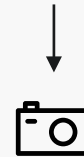


THE EDITING PROCESS

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 icon to add picture**' and then follow the image search prompts.
- II. To **change position and size** of picture placeholder, just change in **Slide Master** mode in View Tab or Select the Image and choose the '**Crop Tool**'.
- III. **Edit colors and sizes of shapes** by selecting 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](#).

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





FONTS

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.



A majority of Blogger Kit Co.'s templates include default fonts that should already be installed on your computer, however, in the case that they are not available, the font name and link to download will be supplied



SAVING

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 YOUR TEMPLATE



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