

PLEASE  
READ FIRST



*Documentation*

# HELLO! HERE WE GO!

First of all I want to **thank you**, that you want to work with my template!

To get started fast, here are the main important points at one glance.  
If you will still have questions while editing the files, then come in touch:

**agatacreate@gmail.com**

## INSTALL FONTS

1. Check the first slide on the template, there you will find the used fonts and the links to download them.
2. Download the fonts.
3. Install the font to your font library.
4. Open the template new –  
now you will have the used fonts in your presentation.

*Please note:*

*Sometimes free fonts are deleted by the owner, unfortunately I have no influence on that. If a font used in this template is not available anymore, just go over to my website and there you will find a free font list (regularly updated), with new working links and also alternative free fonts: <https://www.agatacreate.com/blog/my-favorites-free-fonts>*

## PHOTOS (OPTIONAL):

If you like my photo selection like seen in the preview images,  
you can use them too... they are free!

Legally it's not allowed to include free photos in the templates,  
but I have made a collection for you to find and download them easy:  
You can find the link to the photo collection on the first slide in the template.

*Please note:*

*Some used images are modified, because I wanted to match them perfectly to my template design idea.  
And sometimes free photos are deleted by the owner, unfortunately I have no influence on that.*

## CHANGE IMAGES - DRAG & DROP

Drop image into the corresponding placeholder (a blue border appears).  
To change an image again, just drag and drop a new image about the current one.

If you prefer, you can also place new images with the menu:

1. Select the image and go to the right side in Keynote and click „Images“.
2. Click the button „Replace“ and search the image you want and select it.
3. Click „Open“ and the image will appear in the image box.

To change the size of an image in the image box just double click on image box  
and then you can zoom in/out and change the view of your image.

## **VECTOR ELEMENTS/ICONS**

All the included vector elements/icons you can find on the last slides.  
They are all resizable and you can change the color.

Replace: Select an icon and “copy and place” it where you need it in your template.

Change size: Select an icon and set the size in the menu.

Change color: Please look next point.

## **CHANGE COLORS/STYLES**

All elements (boxes, lines, icons, flowers) have fixed shape styles,  
so you can change all colors/other settings with some clicks.

1. Select one object and go to „Style“ in the Format sidebar.
2. Make sure that you know which „Shape Style“ belongs to this object
3. Use „Fill“ to change the color of the object.
4. Go with the cursor over the „Shape Style“, which belongs to this object.
5. Right mouse click -> „Redefine Style“ -> All objects -> Save

## **NEW SLIDE**

To work again with an existing slide, just duplicate the wished one  
(right click on the slide -> duplicate).

To get a new blank slide you can use the master slide „Blank“.

## **EDIT SLIDE MASTER**

1. Switch to “View” tab (left in menu bar).
2. Select “Edit Slide Master”
3. Apply (or add) any change you need
4. Save and close “Slide Master”

## **AND NOW HAVE FUN WITH THE TEMPLATE!**

Agata Create