



Documentation Guideline

Documentation Guideline

Hi there! Welcome to Slide Factory. This is a guideline in using our PowerPoint Template. In this guide contains some useful ways to edit PowerPoint according to what you want.



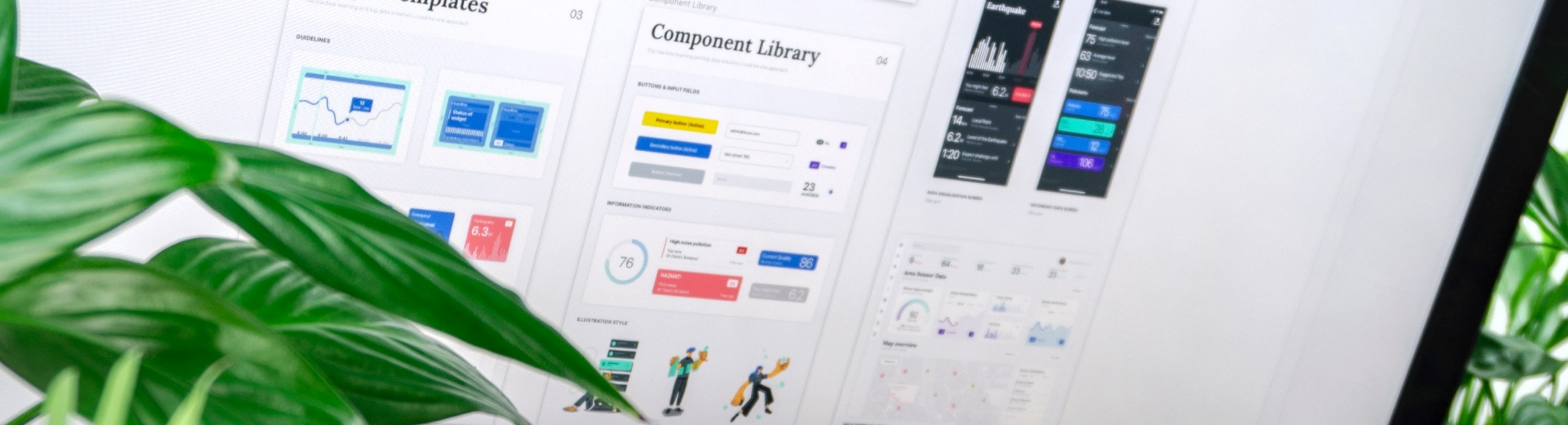
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Click this link for tutorial
<https://youtu.be/pLYUa2cPW0Y>



Let's Get Started

Installing Fonts v1

The first thing to do before open the PowerPoint file is installing font.

1

Open Read me file

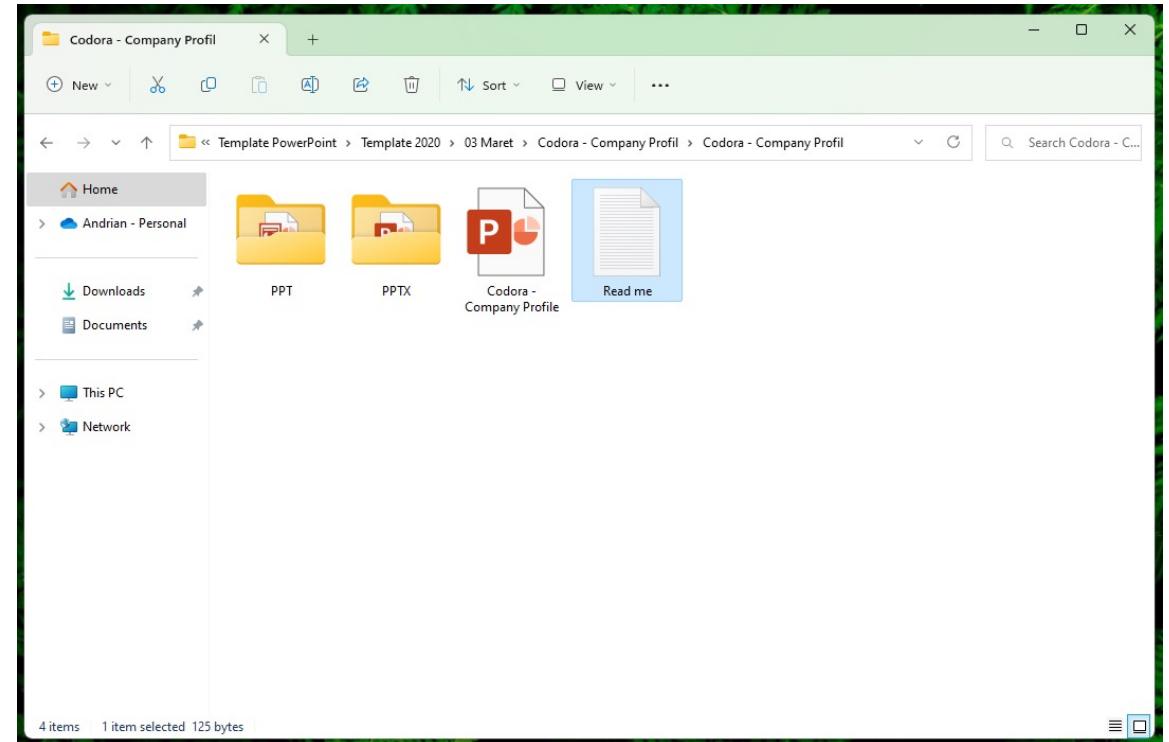
Inside Read me.txt, there is information about the fonts used and links that we can access to download the fonts used in PowerPoint

2

Download and Install

After download the fonts, then installing the fonts with following this step:

Extract zip fonts folder > copy all the fonts > then paste to C:\Users\Windows\Fonts



Installing Fonts v2

The first thing to do before open the PowerPoint file is installing font.

1

Open Read me file

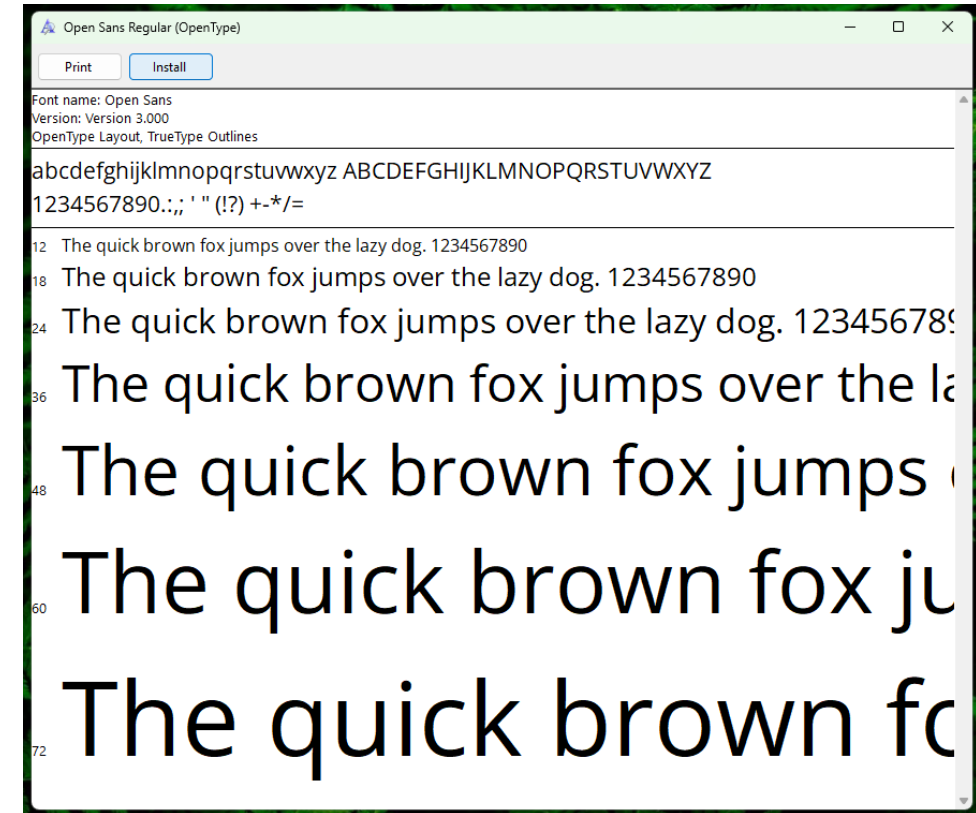
Inside Read me.txt, there is information about the fonts used and links that we can access to download the fonts used in PowerPoint

2

Download and Install

After download the fonts, then installing the fonts with following this step:

Open fonts folder > select the font that you want to install (.otf / .ttf) > Double click > choose install



Customize Theme Font (1/3)

Do you have your own fonts pair or you want to change the fonts? Following this step to change the font theme.

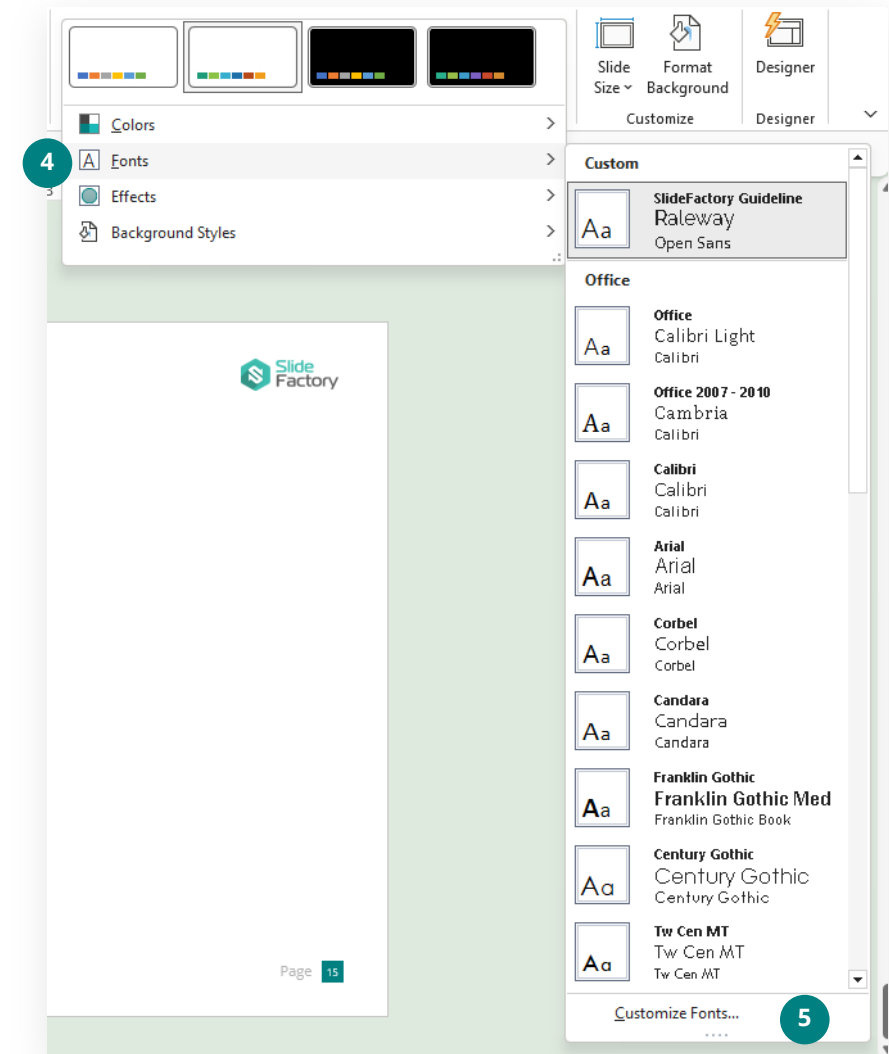
1 Go to tabs (1) Design > (2) Variants > (3) Click the dropdown



Customize Theme Font (2/3)

2

Choose (4) Fonts > (5) Customize Fonts

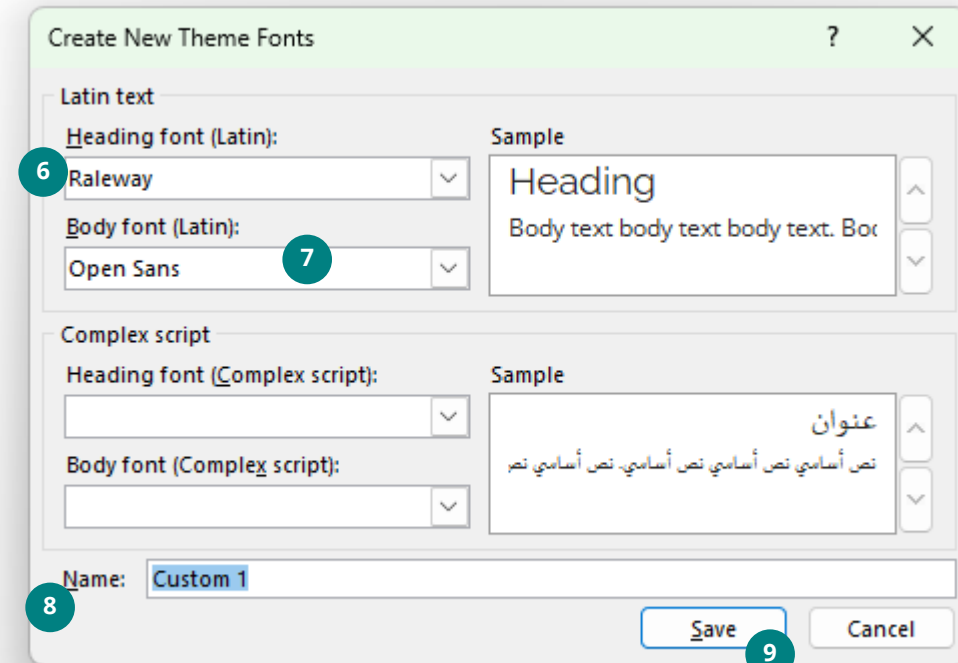


Customize Theme Font (3/3)

3

Click and Choose the **(6) Heading font** >
(7) Body font > **(8) Name the font theme**
> **(9) Save**

Congratulation! Now your font theme was changed
and will implement to the PowerPoint automatically



Customize Theme Color (1/3)

Theme color is editable. You can edit and customize the theme color by yourself with following this step.

1 Go to tabs (1) Design > (2) Variants > (3) Click the dropdown



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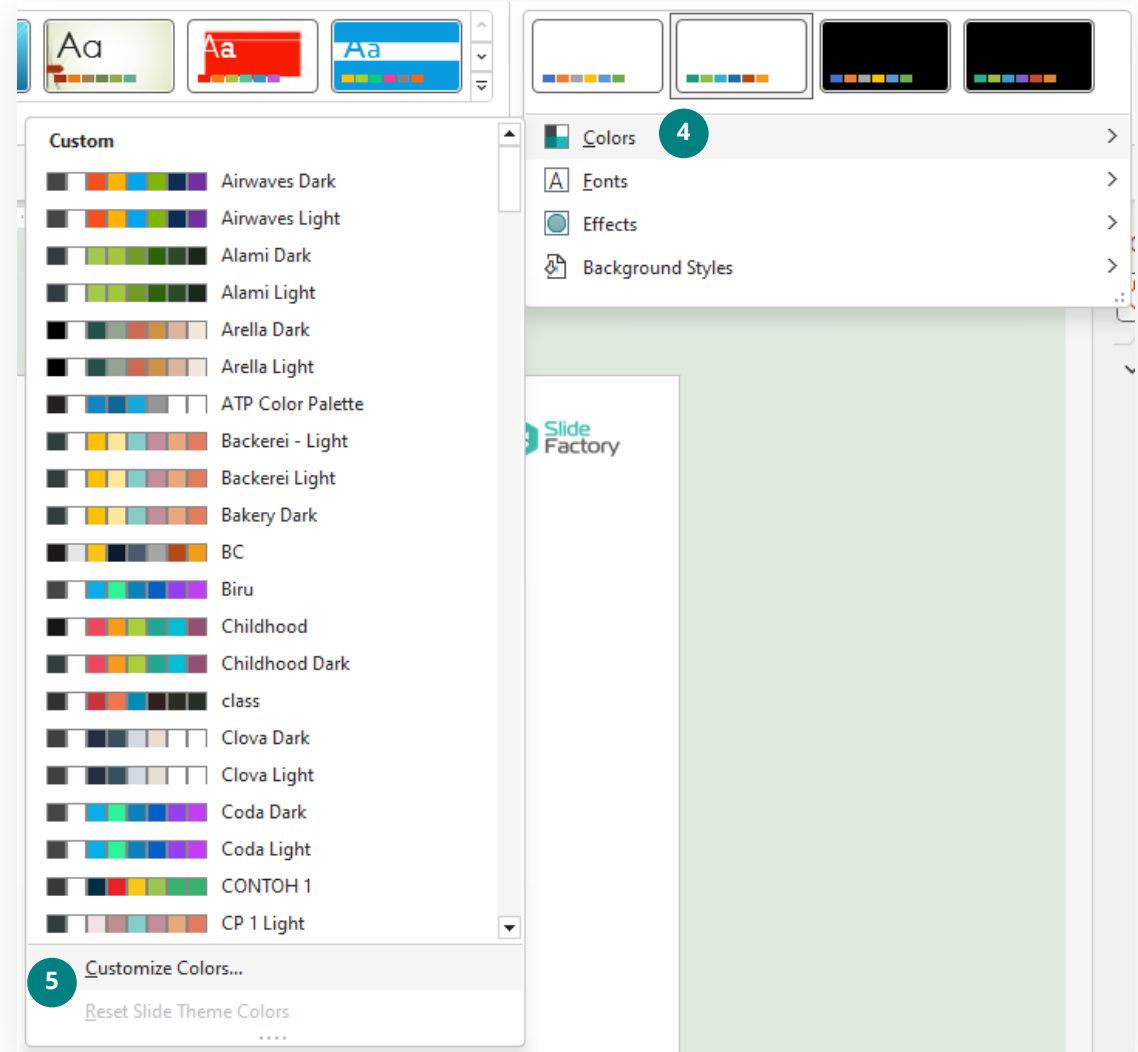
Customize Theme Color (2/3)

2

Choose (4) Colors > (5) Customize Colors



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Customize Theme Color (3/3)

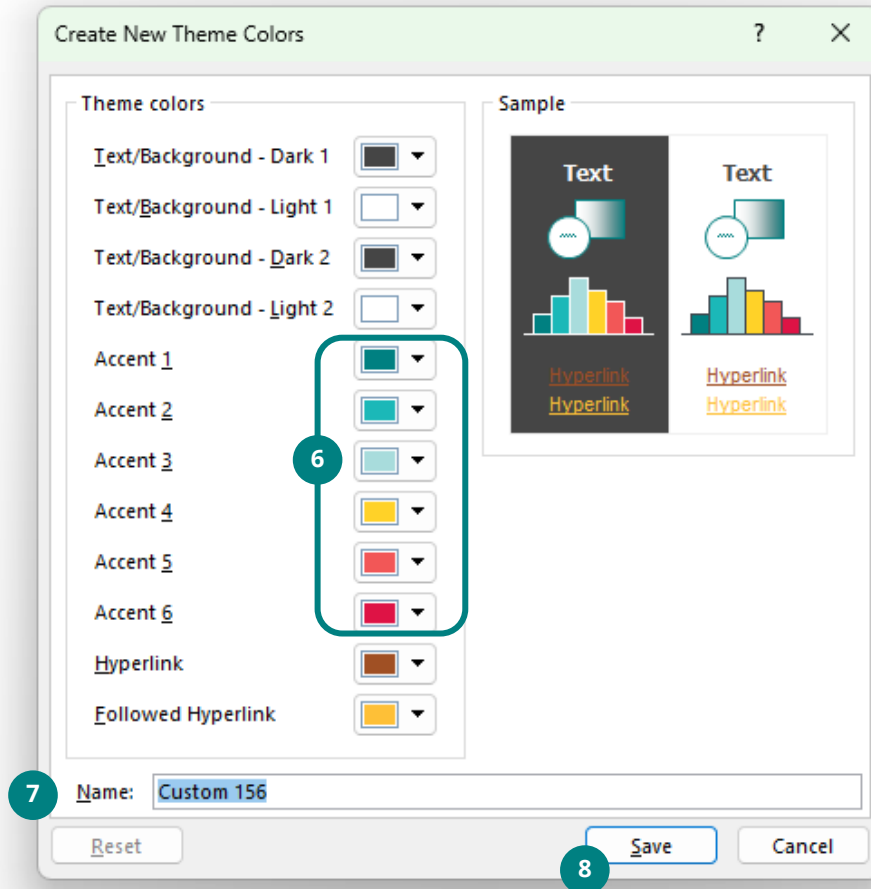
3

(6) Choose Accent 1 to Accent 6 and change the color > (7) Name the color theme > (8) Save

Congratulation! Now your color theme was changed and will implement to the PowerPoint automatically

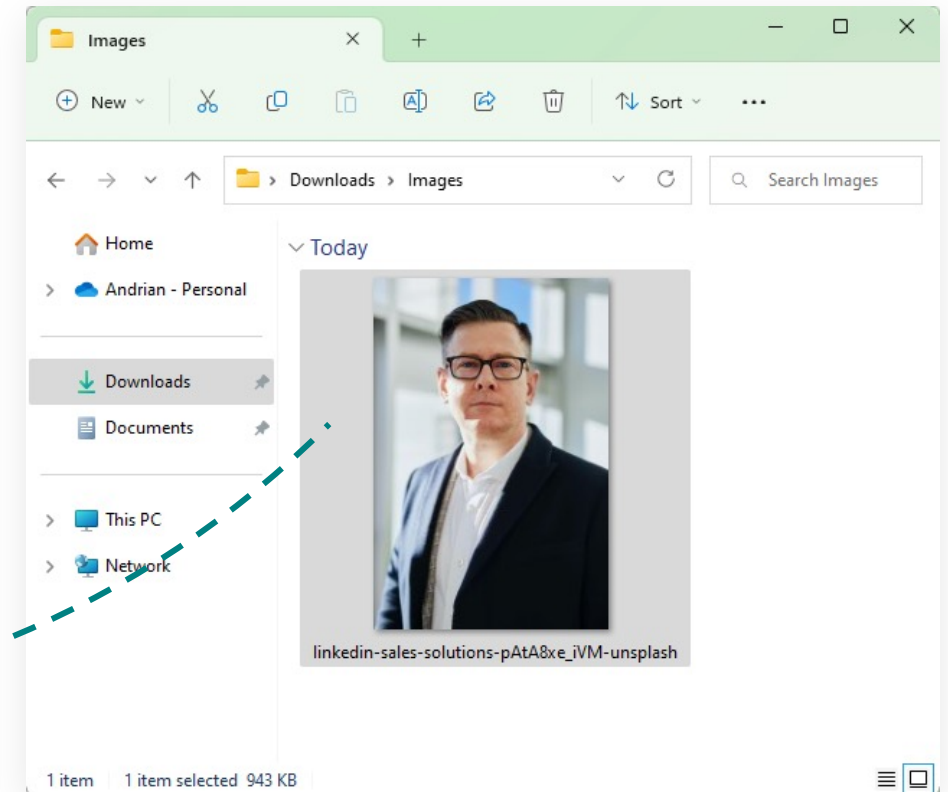
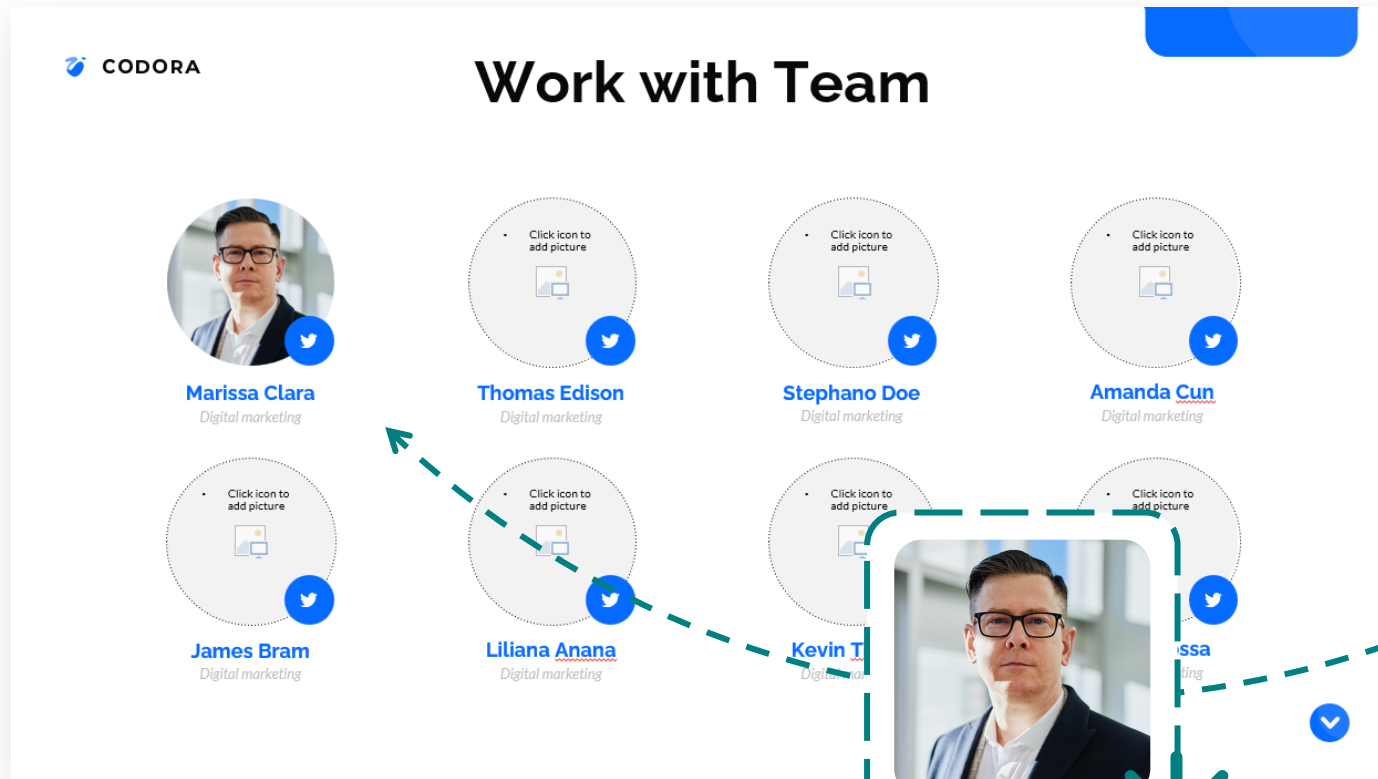


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Drag and Drop Picture (Insert Picture)

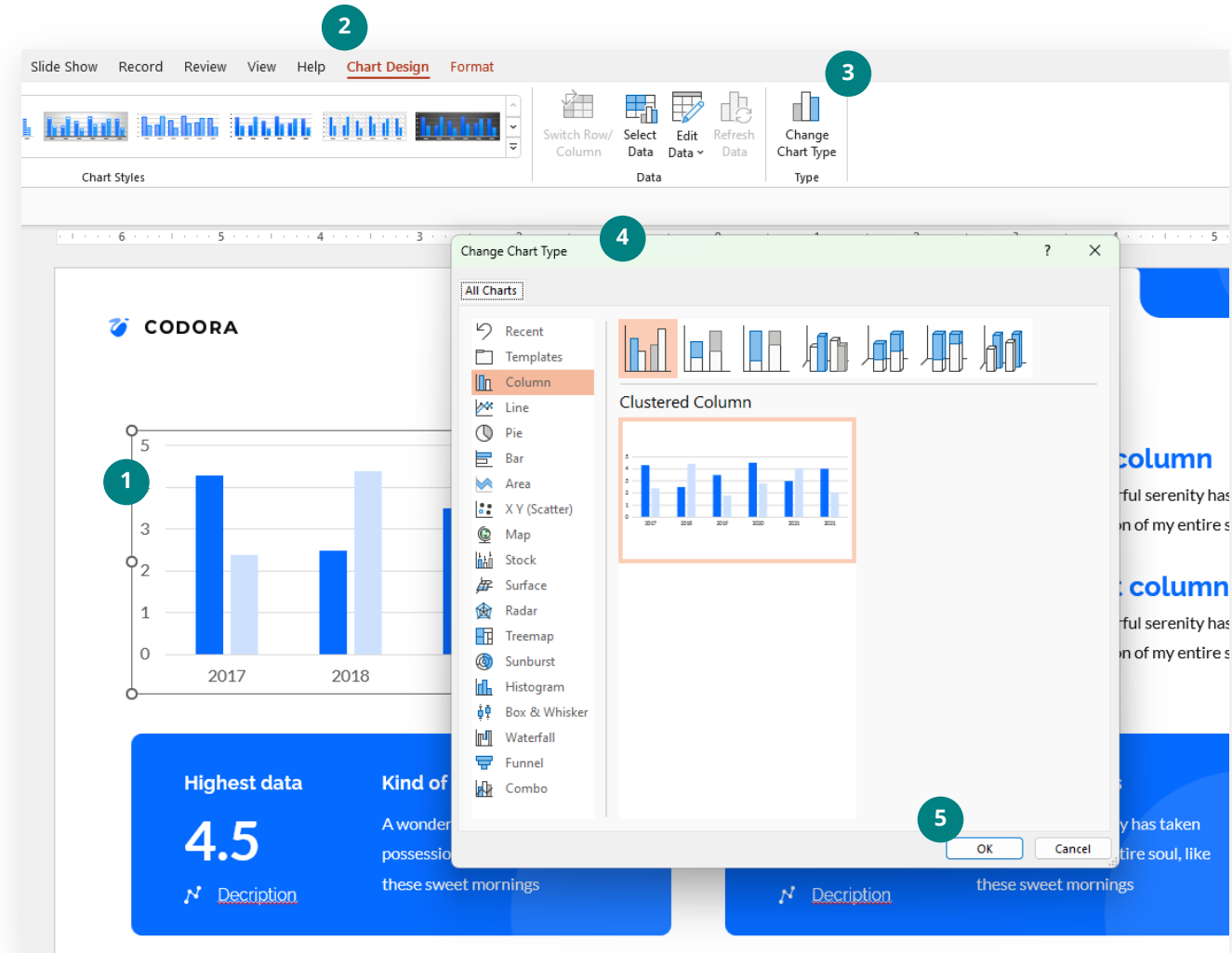
You can easily change the image by drag and drop. Select the image that you will insert into the slide and then drag it to the placeholder where you will display the image



Edit Chart

All chart is editable, you can change the data or the chart it self. Following this step to change the chart

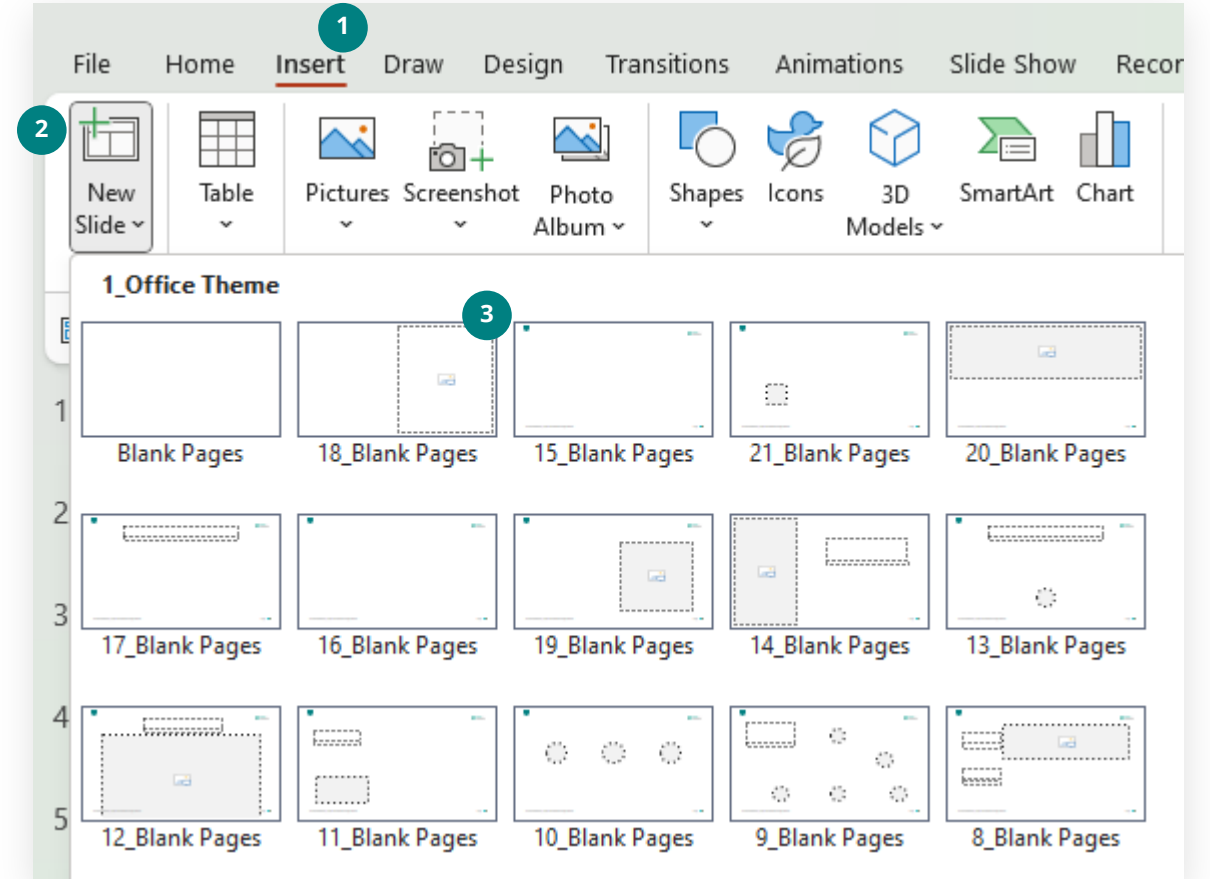
- (1) Select the chart > (2) Go to tabs Chart Design > (3) Choose Change Chart type > (4) Select the type of chart you need > (5) Choose Ok



Add new Slide and Chose Layout

Following this steps to add new slide and choose the layout.

1. Choose tabs **Insert**
2. Select **New Slide** dropdown
3. Choose the **new slide and layout** do you need





Thank You