

PPTX

# Tree Infographic

P o w e r P o i n t   P r e s e n t a t i o n

This modern presentation is perfect for your corporate and business presentations. All elements are easily editable and customizable to your needs.

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Documentation &  
Quick Guide

Created By : Stock Shape  
Email : Jhon.D.Atom@gmail.com



# Documentation

## Features :

- 2 file PPTX
- 20 Unique Slides
- 40 Total Slide
- 16:9 Aspect Ratio
- (Dark / Light Versions)
- Fully Editable
- Vector Icons, Elements & Maps World Included In Files
- Help File

## Used Free Font:

- <https://fonts.google.com/specimen/Poppins>
- <https://fonts.google.com/?query=calibri>
- PLEASE INSTALL FONTS BEFORE OPEN THE POWERPOINT FILE

## Free Font:

- <http://linea.io/>
- <http://www.fonts2u.com/socialico.font>
  - ✓ To install:
  - ✓ Download the fonts, unzip, and copy them to your font folder. Then quit PowerPoint and reboot
  - ✓ your computer. Then check it on the next page.

**Preview images are not included in the package**

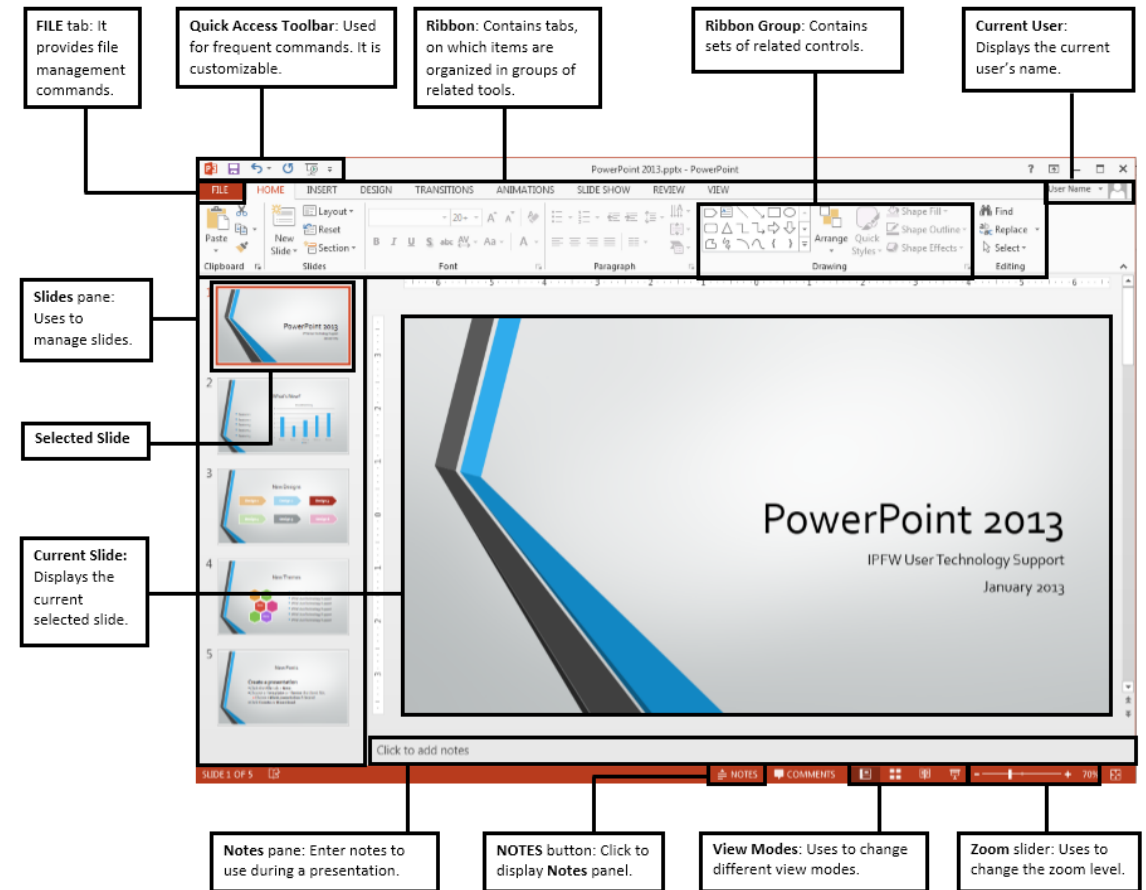
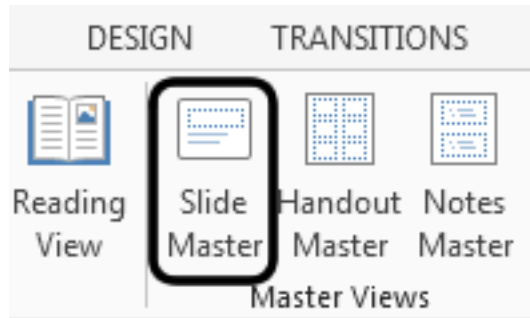
You can find them at the following links:

- [www.unsplash.com](http://www.unsplash.com)
- [www.photodune.net](http://www.photodune.net)
- <https://www.pexels.com/>

# How To Customize This Product

## Getting to the Slide Master:

1. Click the *VIEW* tab.
2. In the *Master Views* group, click *Slide Master*



## ✓ How to Ungroup an **Object/Shape**?

1. *Right click* on the object
2. Select Group > *Ungroup*

## ✓ How to Group an **Object/Shape**?

1. *Right click* on the object (More than 1)
2. Select Group > *Group*

## ✓ How to Create **Semi Transparent Overlay Background**

1. *Click* on the *text box "add your image here ..."* on the background (most of
2. *Right click* > *Format Shape* > *Picture or Texture*
3. Set transparency in the fill window, drag to 80% or 90%

## ✓ How to Change **Line Color**?

1. *Right click* on the object
2. Select *Format Shape*
3. Choose *LINE* a color from color pallete (bucket icon-on the right side on Powerpoint 2013)

## ✓ How to Edit **Chart Data**

1. *Right click* on the *chart*
2. You will be dirrected to Excel spreadsheet data. You can edit the data there.
3. Once the spreadsheet completed. save the data (ctrl+s) for windows

## ✓ How to Change a Shape To Picture (fast)

1. *Right click* on the shape
2. Choose *Format Shape*..
3. Choose *Fill > Picture or Texture* (from tab)
4. Choose 'From file:' *Choose Picture*
5. You can use the *Transparent* to those pictures

## ✓ How to Change a Picture? (Two)

1. *Right click* on the Picture choose *format background*
2. Choose *Change Picture*

## ✓ How to Change a Picture 2

1. if in one of the Slides have a *Placeholder*
2. Just *Click icon to add Picture* (on the middle of the placeholder)

## ✓ How to Crop a Picture?

1. *Double click* on the Picture
2. Choose *Crop* from toolbar
3. *Drag* the crop hadler horizontaly/vertically to adjust the width/height

## ✓ How to Change Logo and 'yourcompanyname.com' in bottom slide

1. Click on *VIEW* in the menu bar (*read the documentation & quick guide file*)
2. Find the *SLIDE MASTER* and click
3. On the first slide you can change their website address on the footer (*and slide the other will follow the first slide*)



## How to Change Logo and **'yourcompanyname.com' in bottom slide**

1. Click on slide we change your logo bottom slide (*read the documentation & quick guide file*)
2. Click On VIEW In The Menu Bar (*Read The Documentation & Quick Guide File*)
3. Find the SLIDE MASTER and click
4. On the slide you can change their website address on the footer



# Thanks You For Using Our Templates

Do You Need Professional Custom Design?

I am available for freelance work. Contact me if you are interested! Please feel free to contact me when you encounter problems or have questions!

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