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Documentation Powerpoint Templates



Complete Guide of using the slides

Welcome to complete guide of using presentation template.
Whether you're new user or not, this guide will show all you need
to know in customize and edit the template as you want it to be.

Getting Started

- PowerPoint basic
- Install .xml color schemes
- Download/install Fonts

Using The Slides

- Add/change image in image placeholder
- Replace default icons
- Use available layout
- Change color schemes/fonts

Export Slides

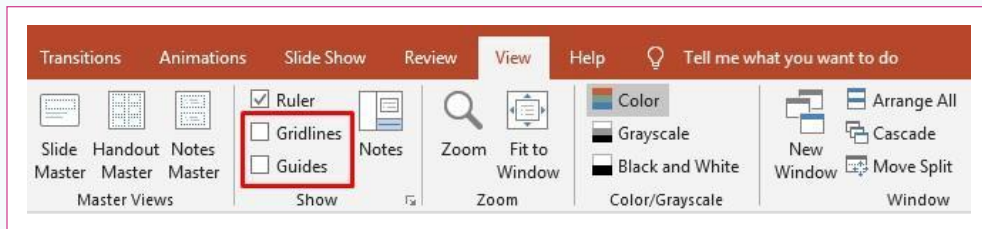
- Export as video, .pdf, or images
- Embed fonts in PowerPoint (windows user only)

Getting Started

PowerPoint Basic

SHOW GUIDE AND GRIDLINE

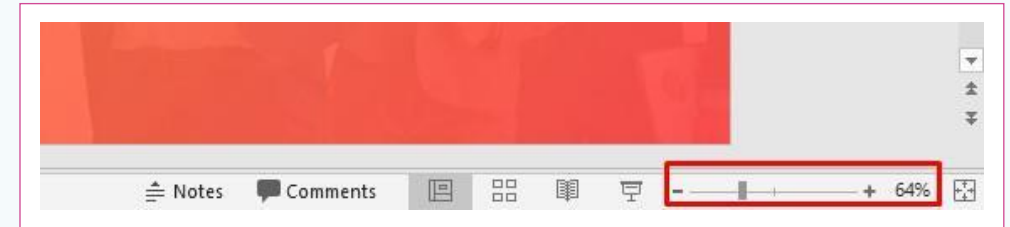
- Click view tab
- Show Guideline and/or gridline by ticking the box



ZOOM IN OR OUT

- Hold CTRL while scrolling your mouse

- Or drag the zoom tool in right-down corner



DUPLICATE

- Click the object/picture/element, then press CTRL+D

ADD IMAGE IN PLACEHOLDER

- Click the placeholder
- Choose picture

RESIZE/CROP PICTURE

- Click the image/shape
- Click Format tab
- Crop or adjust your image

Getting Started

Install .xml Color Schemes

WINDOWS 7

- Open .xml color schemes in (template folder/theme files/XML theme colors
- Copy all .xml files to C:\Program Files or Program Files (x86)\Microsoft Office\Document Themes 15\Theme Colors

WINDOWS 8-10

- Open .xml color schemes in (template folder/theme files/XML theme colors
- Copy all .xml files to C:\Users\YourUserName\AppData\Roaming\Microsoft\Templates\Document Themes\Theme Colors

Download and Install Fonts

DOWNLOAD FONTS

- Links to download the fonts are placed in Template folder\Documentation\Font Used
- Follow the link and download the fonts

INSTALL THE FONTS

- If your fonts are packed in .zip file, extract it first
- Double click the .otf/ttf files
- Click install

Using The Slides

Add/Replace Image in Placeholder

ADD IMAGE #1

- Click image icon in the placeholder
- Choose picture
- Click insert

ADD IMAGE #2

- Drag the picture from your folder into the image placeholder

REPLACE IMAGE

- Delete the previous picture, add new image
- Or right-click the previous image, choose change picture

ADD IMAGE (UNDER SHADE LAYER)

- Click image icon in the placeholder
- Choose picture, insert
- Right click the image, choose 'send to back'

FIX YOUR DISTORTED IMAGE WITH CROP TOOL

- Click the image
- Click Format tab
- Choose Crop, then adjust your image

Using The Slides

Change Default Icons

CHANGE ICONS

- Open icon pack files in template folder/theme files/icon pack.ppt or .key
- Select and Copy the icon you want
- Go to your presentation template
- Click icon you want to replace and delete it
- Paste and adjust the icons to the place

CHANGE ICONS COLORS

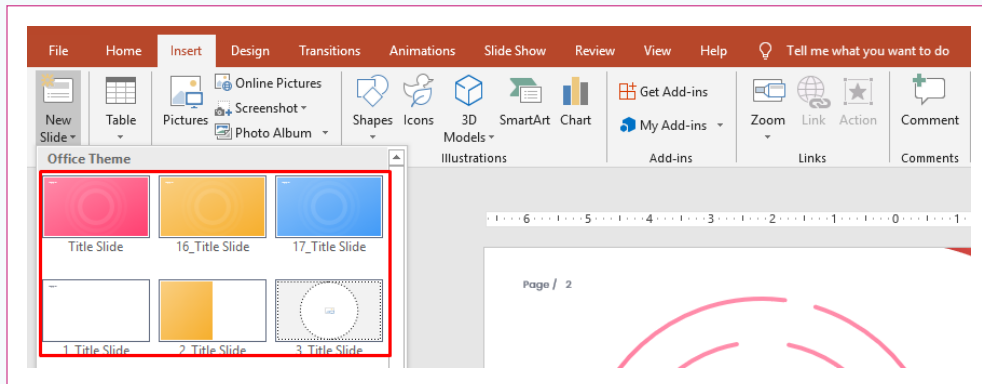
- Click the icon>click format tab
- Choose 'shape fill'
- Choose the color you want

Using The Slides

Use Available Layout

OPEN AVAILABLE LAYOUTS

- Click Insert tab
- Choose New slide



RESET SLIDE LAYOUT SETTINGS TO DEFAULT

- Right-click the slide
- Choose reset slide

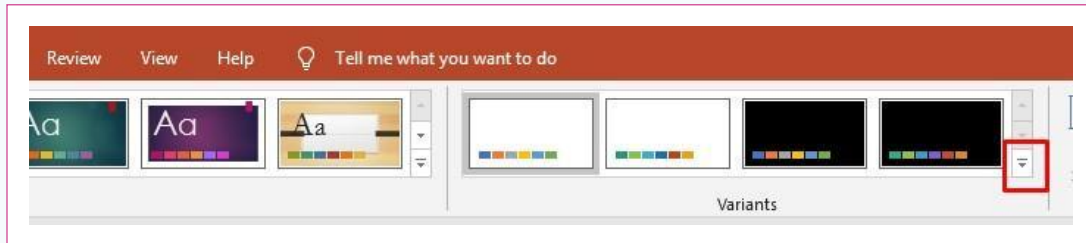


Using The Slides

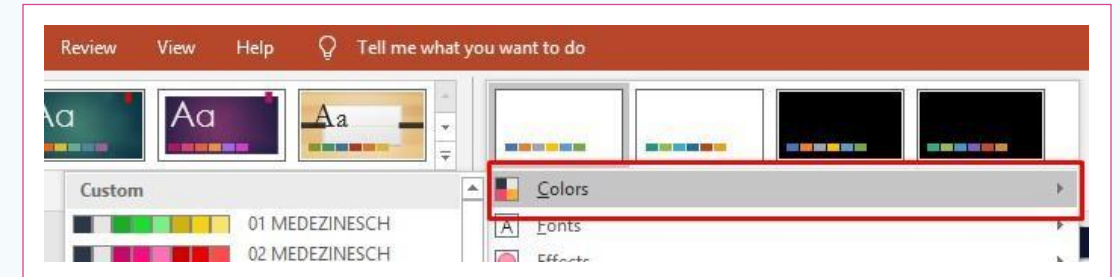
Apply Premade Color Schemes

APPLY PREMADE COLORS

- Click design tab
- Click variants dropdown



- Choose colors



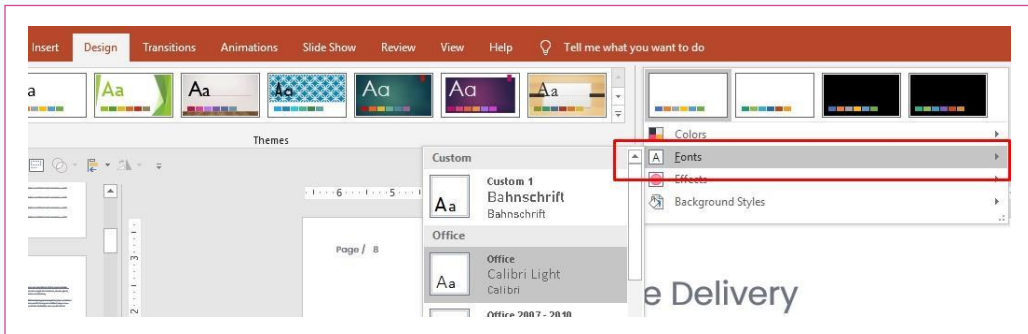
- Apply the color under the template name (or any color schemes you want!)

Using The Slides

Apply Premade Typeface

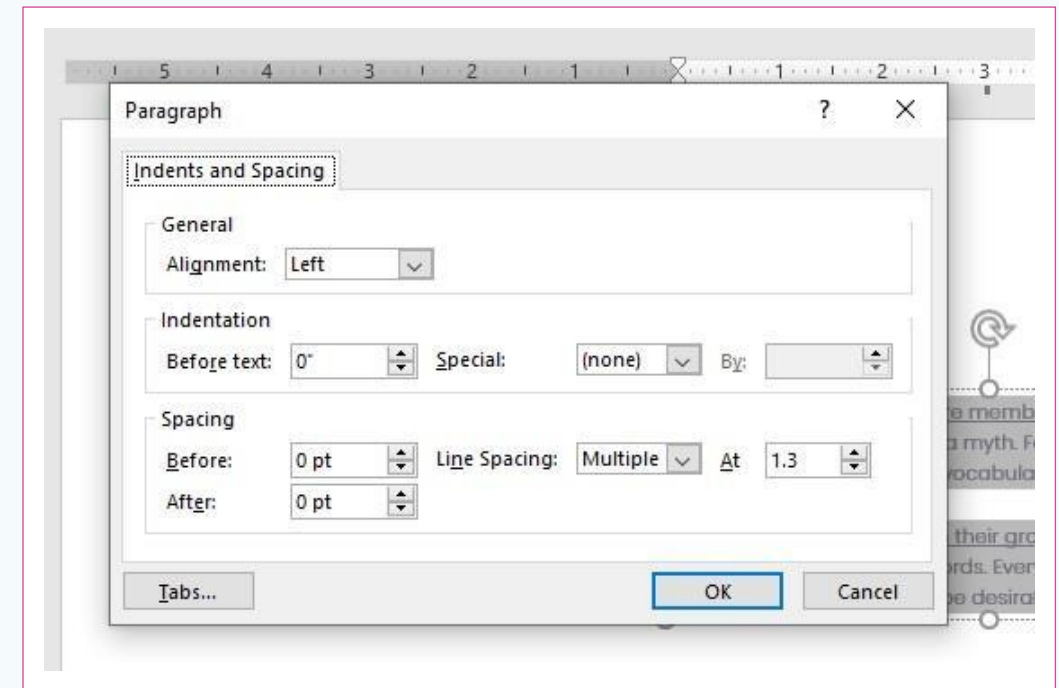
APPLY OTHER TYPEFACE

- Click design tab
- Click variants dropdown
- Choose fonts



PARAGRAPH SPACING

- Select all text in a textbox
- Right click
- Choose paragraph
- Adjust

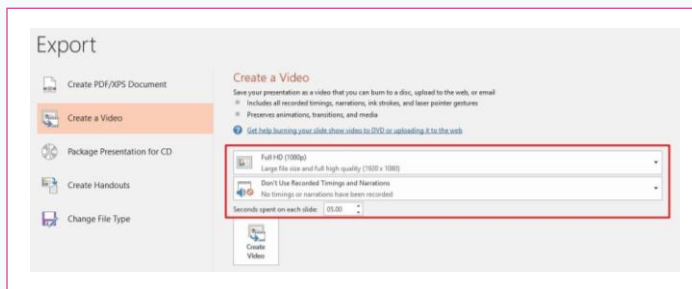


Export Slides

Export Video

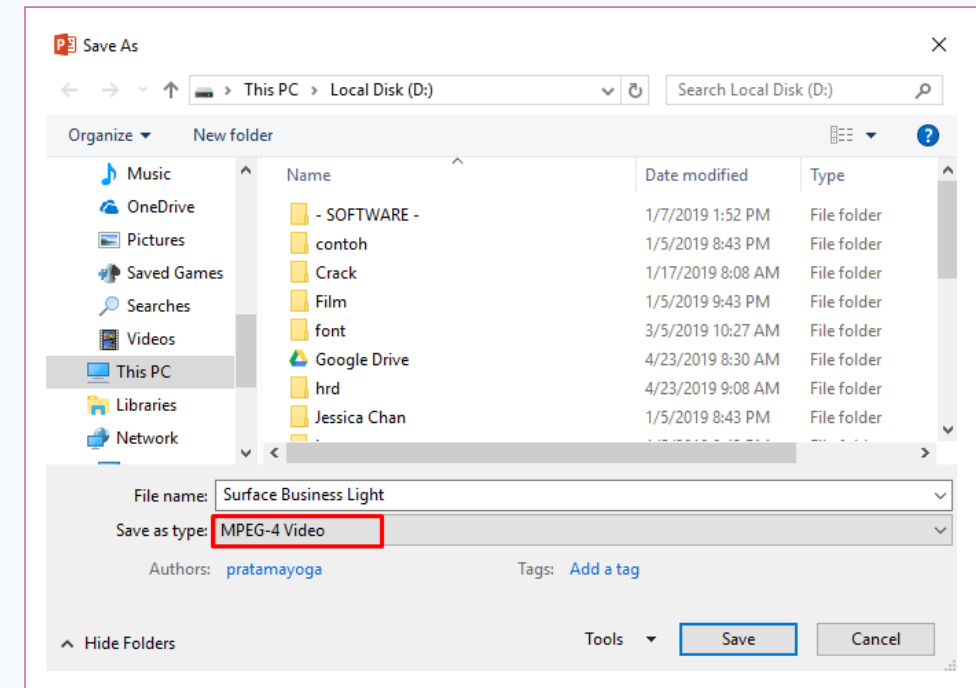
EXPORT TO MP4 VIDEO (OFFICE 2016-2019)

- Click file tab, choose export
- Choose create a video
- Set quality, narration set/not, & time for each slide spent
- Create video



EXPORT TO MP4 VIDEO (OFFICE 2010)

- Click File tab, choose Save as
- Change file type to MPEG4-video, then save it

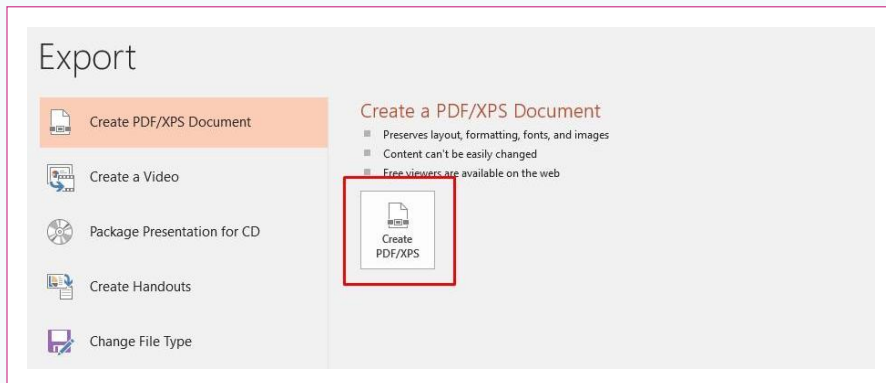


Export Slides

Export PDF

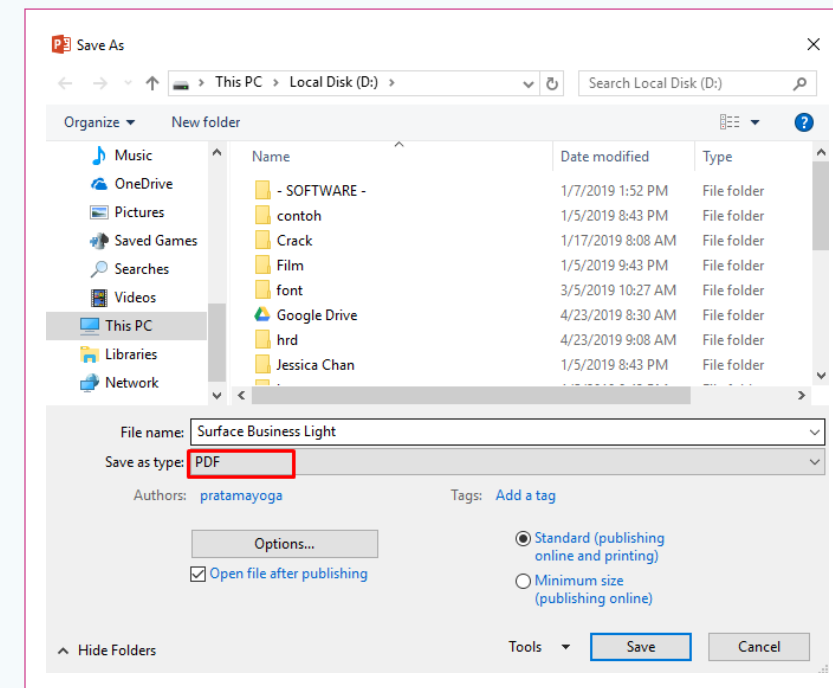
EXPORT TO PDF (OFFICE 2016-2019)

- Click File tab, choose Export
- Create PDF/XPS documents



EXPORT TO PDF (OFFICE 2010)

- Click File tab, choose Save as
- Change file type to PDF, then save it

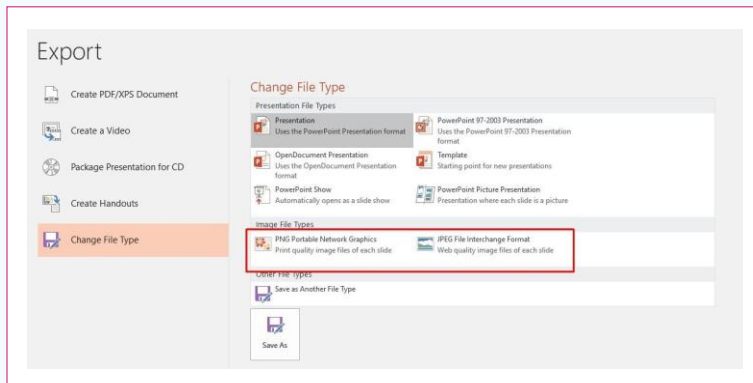


Export Slides

Export Images

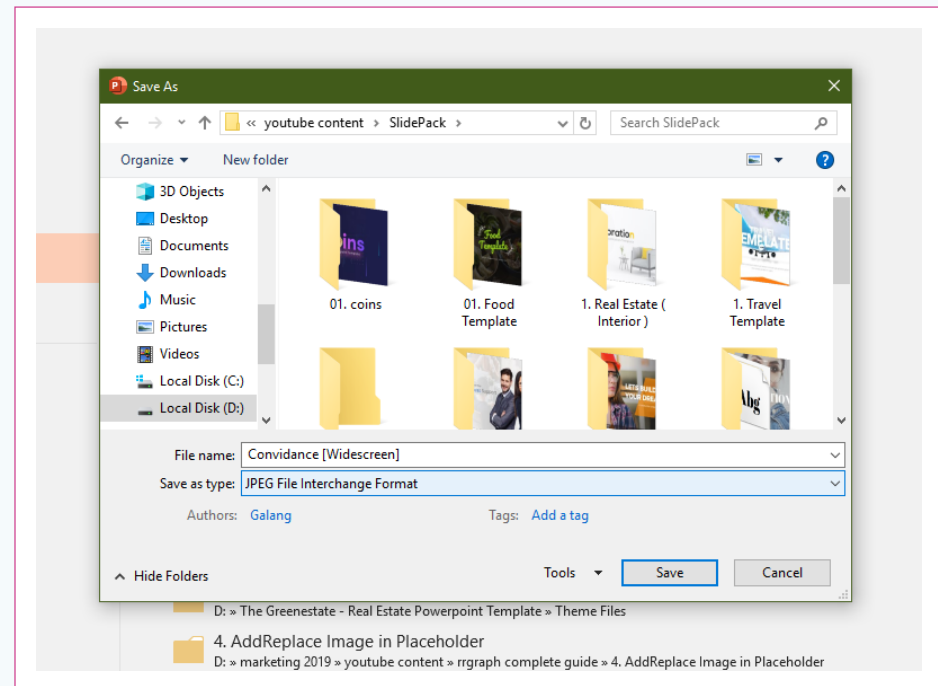
EXPORT TO IMAGES (OFFICE 2016-2019)

- Click File tab, choose Export
- Choose change file type, choose JPEG or PNG



EXPORT TO IMAGES (OFFICE 2010)

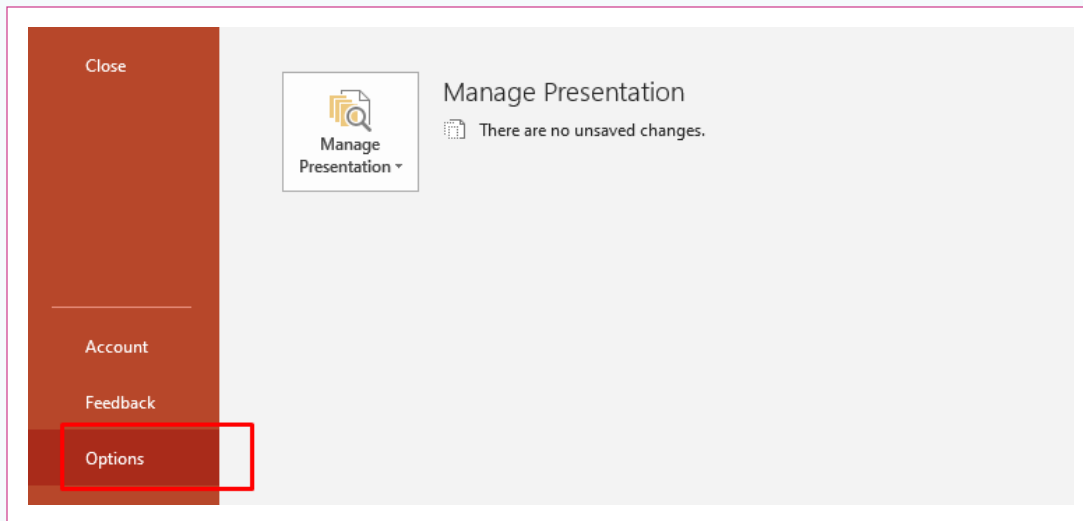
- Click File tab, choose Save as
- Change file type to PNG/JPEG, then save it



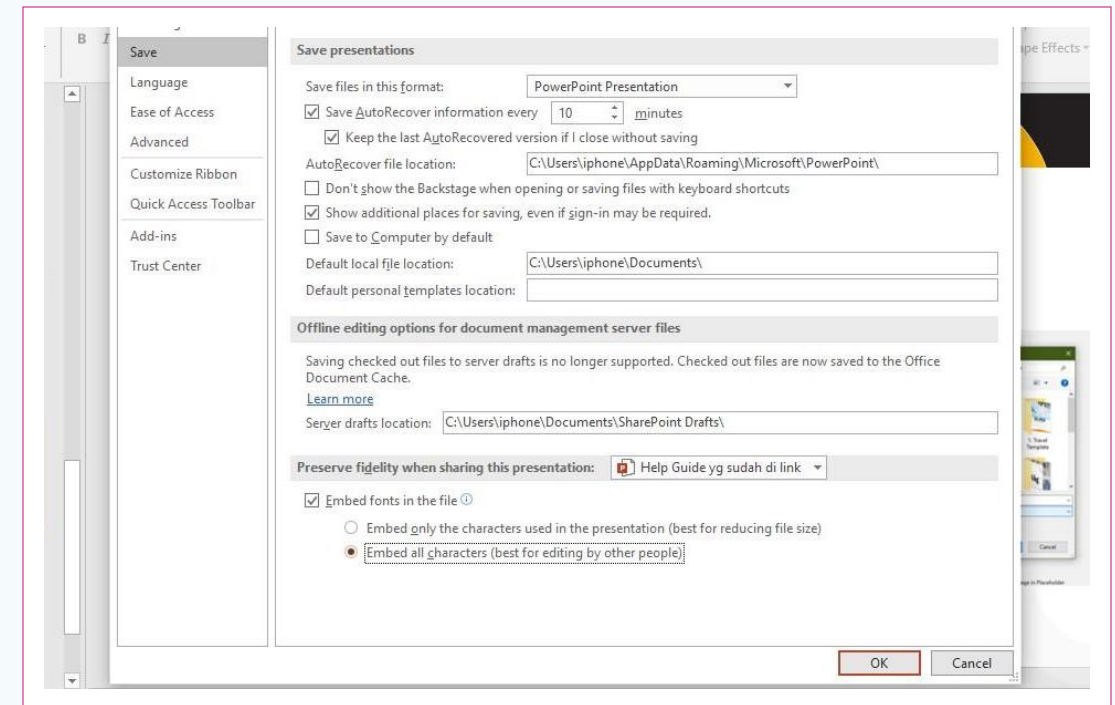
Export Slides

Embed Fonts (Windows User Only)

- Click File tab, choose Options



- Click Save options
- Then tick embed fonts in the file, and click embed all characters option.
- Click OK





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Thank You

For Using Our Template