

bryant **DESIGN**

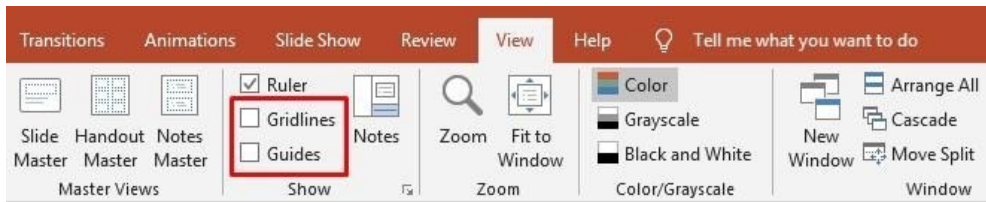
Thank You for Your Purchase!

PowerPoint Template
Help Guide

PowerPoint Basics

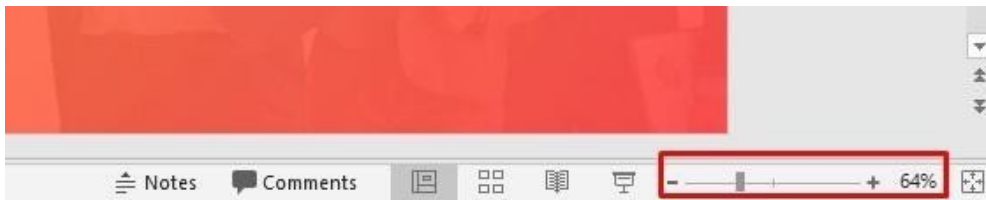
Show Guide and Gridline

1. Click view tab
2. Show Guideline and/or gridline by ticking the box



Zoom in or out

1. Hold CTRL while scrolling your mouse
2. Or drag the zoom tool in right - down corner



Duplicate

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

Add image in placeholder

1. Click the placeholder
2. Choose picture

Resize/Crop picture

1. Click the image/shape
2. Click Format tab
3. Crop or adjust your image

Install .xml color Schemes

Windows 7

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

Windows 8 -10

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

Download and Install Fonts

Download Fonts

1. Links to download the fonts are placed in
Template folder \ Documentation \ Font Used
2. Copy/paste the links and download the fonts

Install the Fonts

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

Add/Replace Image in Placeholder

Add Image #1

1. Click image icon in the placeholder
2. Choose picture
3. Click insert

Add Image #2

1. Drag the picture from your folder into the image placeholder

Replace Image

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

Add Image (Under a Colored or Shaded Layer)

1. Move that layer aside
2. Click image icon in the placeholder
3. Choose picture, insert
4. Right click the image, choose 'send to back'

Fix Your Distorted Image with Crop Tool

1. Click the image
2. Click Format tab
3. Choose Crop, then adjust your image

Add New Slide to Presentation

First, Select Slide Sorter View (Optional): This view provides an overview of all slides in your presentation, which can make it easier to choose where to insert the new slide. Click the "Slide Sorter" view icon in the bottom-right corner of the PowerPoint window.

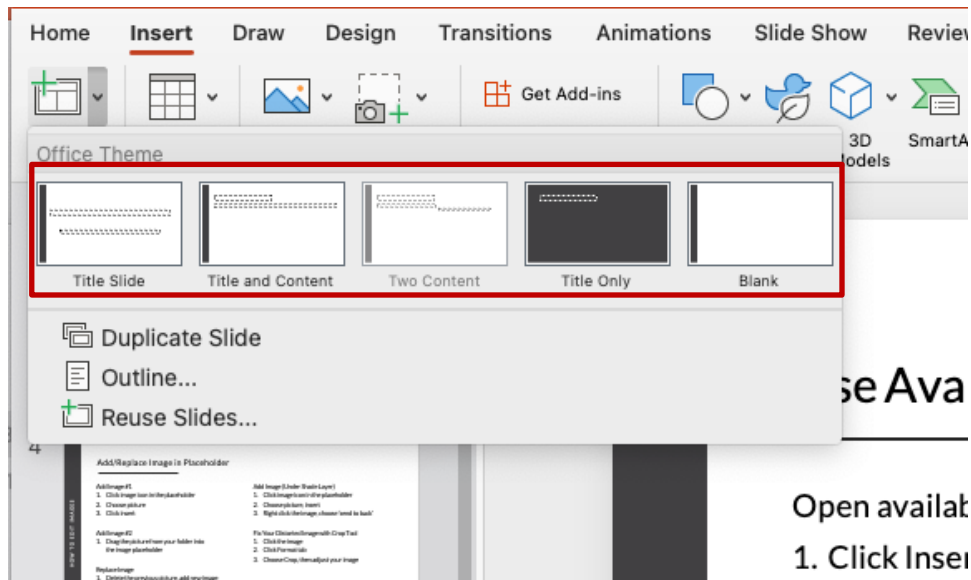
1. **Choose the Location:** Decide where you want to insert the new slide. Click on the slide that will come after your new slide (the one you want to insert before).
2. **Insert a New Slide:** There are a couple of ways to do this:
 - Option 1: Go to the "Home" tab in the PowerPoint ribbon.
 - Option 2: Right-click on the slide you selected in Step 3.
3. **Select "New Slide":** In either of the above options, a menu will appear. Choose "New Slide" from the menu.
4. **Choose a Slide Layout:** A new slide will be added with a default layout. You can select the specific layout you want for your new slide by clicking the small arrow under the "New Slide" button in the "Slides" group on the "Home" tab. This will display a gallery of slide layouts to choose from.
5. **Edit the New Slide:** Customize new slide by changing text, images, etc. Whatever you need.

REMEMBER TO SAVE OFTEN!

View Available Layouts

See available layouts

1. Click Insert tab
2. Choose New slide



Open available
1. Click Insert

Reset slide layout settings to default

***Use this in case you change something you don't mean to change.**

1. Right-click the slide in the left panel
2. Choose reset slide

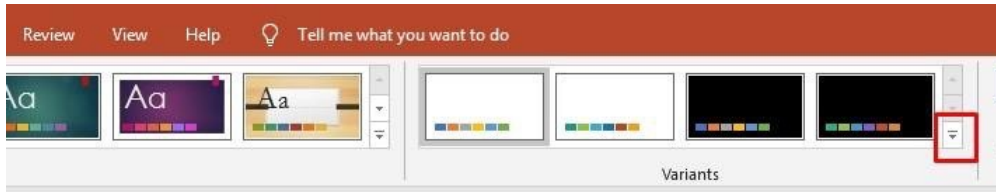
OR

Find "Reset" in the top left of the Home panel options.

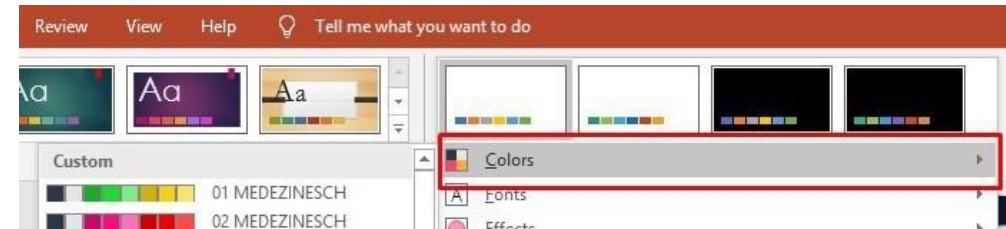
Apply Premade Color Schemes

Apply premade colors

1. Click design tab
2. Click variants dropdown



3. Choose your color scheme



4. Apply the color under the template name (or any color schemes you want) or change the colors of your template by **CREATING YOUR OWN COLOR THEME**

Make Custom Color Scheme

Follow these steps to create your custom color theme:

1. Open the presentation for which you want to create a custom color theme or create a new presentation.
2. In the PowerPoint ribbon at the top, click on the “Design” tab. This tab is where you can access themes and design-related features.
3. In “Design” tab, locate the “Colors” dropdown menu. It may be labeled as “Colors” or “Variants,” depending on software version.
4. From “Colors” dropdown, choose “Customize Colors.” This will open the “Create New Theme Colors” dialog box.
5. Choose Accent Colors: In the “Create New Theme Colors” dialog box, you’ll see a list of color elements that make up your PowerPoint presentation. These include “Text/Background – Dark 1,” “Text/Background – Light 1,” “Text/Background – Dark 2,” and so on. Customize each element with your preferred colors.
6. Click on color box next to each element to open color picker.
7. Select the color you want to use for that element. You can either choose from the theme colors, standard colors, or create a custom

color by clicking on “More Fill Colors” and adjusting the values.

8. Repeat this process for each element you want to customize.
9. Preview Your Color Theme: As you customize the colors, you’ll see a preview of how your color theme will look in the “Sample” area of the dialog box. This helps you visualize how your chosen colors will affect your presentation.
10. Name Your Custom Color Theme: At the top of the “Create New Theme Colors” dialog box, give your custom color theme a unique name. Make it easy to identify and use in the future.
11. Save Your Theme: Click the “Save” button after naming your new color theme. Your custom color theme will now be saved and added to the list of available themes under the “Design” tab.
12. Apply Your Custom Color Theme: To apply your custom color theme to your presentation, go to the “Design” tab, click on the “Colors” dropdown, and select your new color theme from the list.

Your custom color theme is now applied to the slides in your PowerPoint presentation!

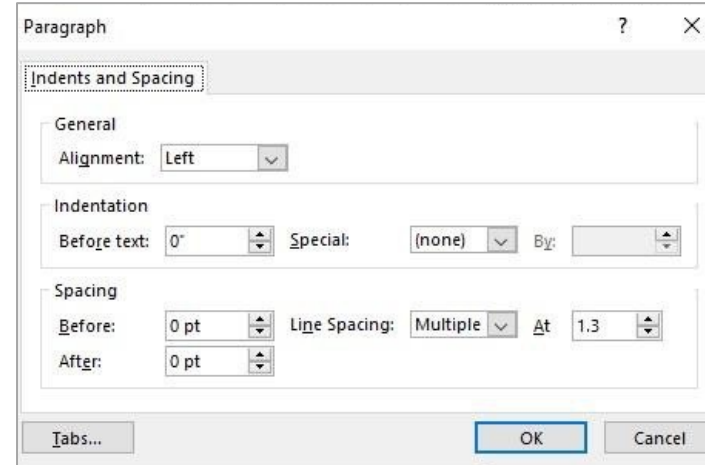
Modify Typefaces and Paragraph Styles

Apply preset font pairings

1. Under the design tab click the arrow under the right side dropdown panel
2. Hover over “Fonts”
3. Click font pairing your choice from the dropdown

Paragraph and Line spacing

1. Select all text in a textbox
2. Right click
3. Choose paragraph
4. Adjust



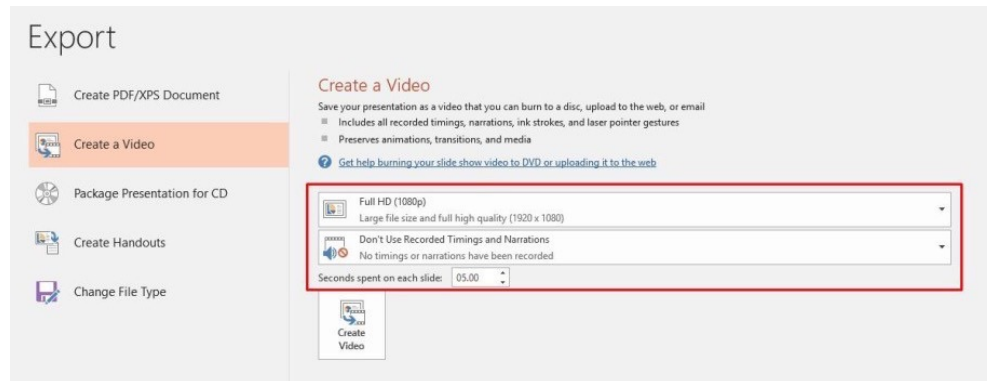
Export as Video

Export to MP4 video (Office 2016 -2019)

1. Click file tab, choose export
2. Choose create a video
3. Set quality, narration, and time spent on each slide
4. Create video

Export to MP4 video (Mac)

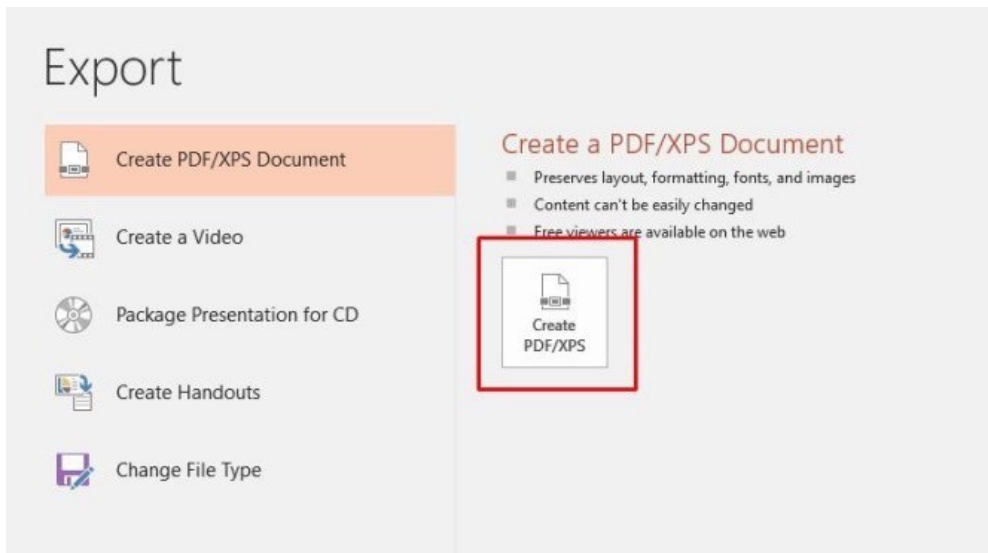
1. Click File tab, choose Export
2. Change file format to MP4
3. Export



Export PDF

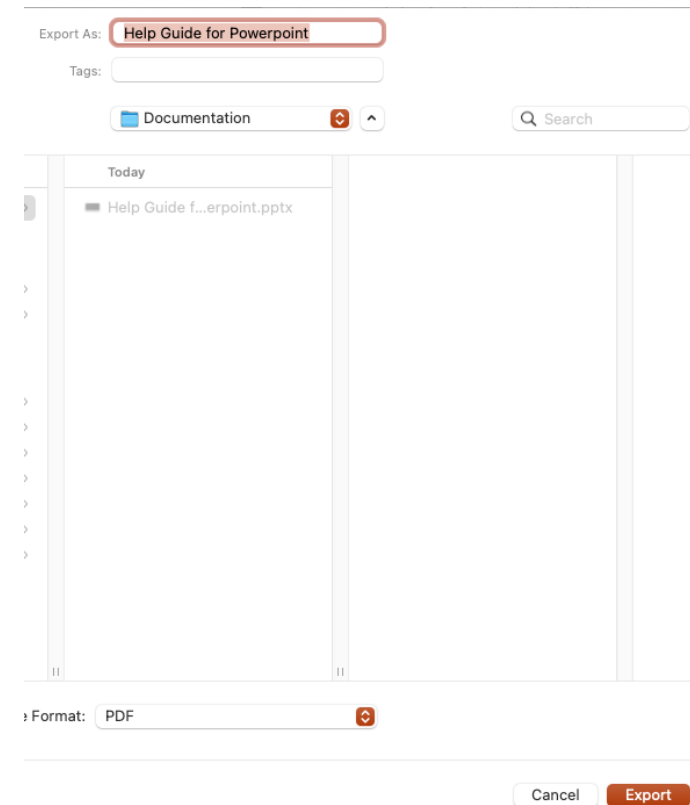
Export to PDF (Office 2016 -2019)

1. Click File tab, choose Export
2. Create PDF/XPS documents



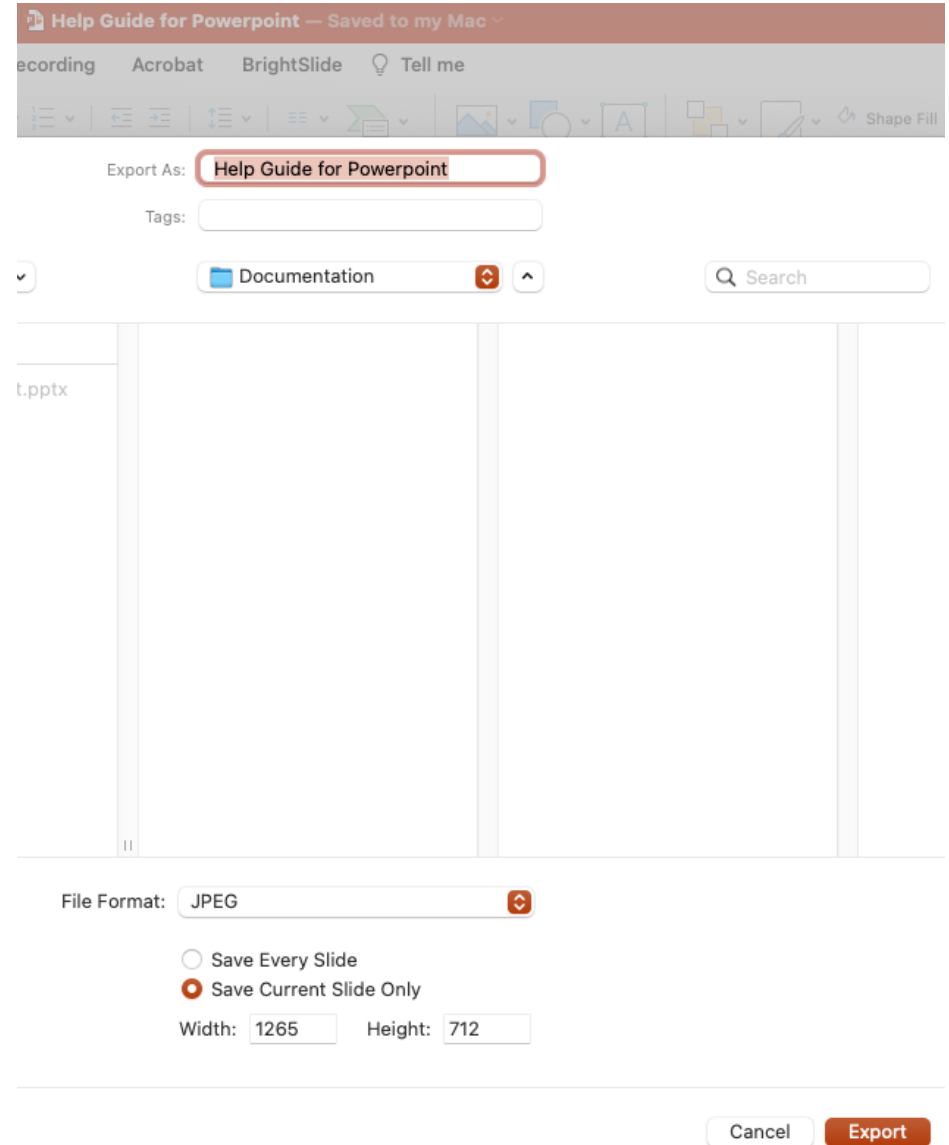
Export to PDF (Mac)

1. Click File tab, choose Export
2. Change file format to PDF, then export



Export Images

1. Click File tab, choose Export
2. Choose change file type, choose JPEG or PNG
3. Be sure to check to make sure the file size is what you want
4. Choose if you want all slides or only the selected one.
5. Click Export



GOOD LUCK!

Thank You for Your Purchase!

Follow us on our social channels

We absolutely value your support and would be thrilled if you could join us on our social media platforms. By following us, you'll gain access to regular updates, exclusive freebies, and fascinating insights into our daily operations.

We can't wait to share all of this with you!

We look forward to seeing you there.

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