



## ABOUT THIS PRODUCT

Product name: The X Note – Powerpoint Template

Version: 1.0

Author: slidehack

Software: Microsoft Office Powerpoint '10 for Mac

File type: ppt, pptx, potx

Slides sized (px): 1920 x 1080

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## FONT INFO (FREE!)

Open Sans

<http://www.fontsquirrel.com/fonts/open-sans>

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## HOW TO CUSTOMIZE THIS PRODUCT

All shapes are fully editable in keynote You don't need to jump to another software just to change color, size, etc. Just change as you wish directly from powerpoint.

### How to Create Semi Transparent Overlay Background

1. **Click** on the **text box** “add your image here ...” on the background (most of them are in the master slide except for page 15 and 16)
2. Right click > **Format Shape > Picture or Texture**
3. Set transparency in the fill window, drag to 80% or 90%

### How to Ungroup an Object/Shape

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

### How to Group an Object/Shape

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

### How Edit/Fill Shape Color

1. **(Left) click** on the shape
2. Chose a color from color pallete (bucket icon)

NOTE: Please ungroup the object/shape before, if you want to change an individual

shape.

### **How to Change Line Color**

1. **Left click** on the shape
2. Chose a color from color pallete (pencil icon)

NOTE: Please ungroup the object/shape before, if you want to change an individual shape.

### **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 or (cmd+s) for mac user.

### **How to Change a Picture**

1. **Right click** on the shape
2. Choose **Format Shape..**
3. Choose **Fill > Picture or Texture** (from tab)
4. Choose 'From file:' **Choose Picture**

### **How to Crop a Picture**

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

Image source:

*Images source:*

[www.unsplash.com](http://www.unsplash.com)

[www.photodune.net](http://www.photodune.net) (PREVIEW ONLY)

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**Need more help?**

Please drop your message to [mail.slidehack@gmail.com](mailto:mail.slidehack@gmail.com)

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