

# User Guide

For **PowerPoint** templates

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# Template usage

At first [you have to download and install all fonts](#) used in template.

After you open template, you can change any graphics as you like. Template uses scalable handmade vector-based shapes and icons.

All graphics in template file may be grouped and animated.

For customization you have to ungroup it (*left click menu -> ungroup*), [or use double click \(mouse left button\) \(RECOMMENDED\)](#). As some graphics groups are animated, I recommend to change all elements without ungrouping.

# How to place your images

Template haven't preview images and you have to place it yourself.  
For this you must to select a shape -> right click-> "Format shape"-> in menu "Fill" choose "Picture" button->"Choose a picture".

**To make your pictures undistorted**, select your picture -> go to "Format picture" tab -> select "Crop" button -> choose "Crop to fill" option.

For more information, [please click here \(External link\)](#)

# How to place additional icons

If template includes an additional icon pack, you can download them by external link in help file. You can resize and recolor icons, going as vector shape, like other objects in your template.

- a) Download icon set, unzip and open file with icons.
- b) Copy & paste icon (or icons) into your work.

# Working with fonts

Basically recommended using one or two different fonts. One font for headings and titles, and system font for other text. If you want to use your presentation on mobile devices - you have to install additional fonts on them.

Templates can use unstandart fonts - link to this font(s) you can find into help file.

How it work:

**a)** Download font from link in Help file, and install (double click on downloaded font item)

**b)** Re-launch your PowerPoint, and re-open template.

# Using Icon Fonts

Icon Fonts are the special fonts, where icons are used instead of symbols. You can use this option into your work.

Download Icon Fonts. *Example: Font Awesome*

**a)** Download and Install Font Awesome (Free font)

<http://fontawesome.github.io/Font-Awesome/>

**b)** Select Font Awesome from list, go to <http://fontawesome.github.io/Font-Awesome/cheatsheet/> , and copy any icon that you want, and paste it to template.

Other Icon Fonts have similar using.

# Working with PSD mockup's

Almost all mockups in template have image placeholder, but some of them (in 3D view) need Adobe Photoshop for image placing. But this is a simple operation and does not require professional skills in Photoshop. For this:

- a)** Go to PSD folder (goes with template) and open file with mockup.  
(Menu "File -> "Open")
- b)** After opening, go to layers and select smart layer named "Put your screenshot here" or a similar name (Double click on layer)
- c)** After it, you can see new window with default image. Open your image in separate window and drag'n'drop it in first window.
- d)** Transform yor image as you like ("Edit" -> "Free Transform")
- e)** Save and close all windows except mockup window. Go to menu "File" -> "Save for web" and save your file in PNG format, and place it in your work.



# Using MasterSlides

All PowerPoint Templates based on Master Slides. Master slides are using for creating common style of your slides. Master slides can include page numbers, footers, company info, backgrounds e.t.c

[Follow this link to find out more:](#)

What is a slide master? [Click here](#)

Create or customize a slide master [Click here](#)

# Using Adobe Photoshop and Illustrator

If you want to edit graphic elements, you can use Adobe Illustrator. Simply copy&paste objects from presentation to Adobe Illustrator artboard.

Then you have to select an object in illustrator, go to menu "Object" - "Clipping mask" - "Release". After this you can copy&paste objects from Adobe Illustrator to Adobe Photoshop like smart objects or shape item.

# Free Resource links

## Free Photos

<https://unsplash.com/>

<https://picjumbo.com/>

<http://www.pexels.com/>

## Free Fonts

<http://www.fontsquirrel.com/>

## Free Icon Fonts

<http://fontawesome.github.io/Font-Awesome/>

<http://www.entypo.com/>

[http://tenbytwenty.com/?xxxx\\_posts=sosa](http://tenbytwenty.com/?xxxx_posts=sosa)

# Learning PowerPoint

## Free resources

<http://www.gcflearnfree.org/powerpoint2010>

<http://www.gcflearnfree.org/powerpoint2013>

## Video resources

<https://youtu.be/5q484k1JyGY>

# Support

If you have any question about this template, please write e-mail to me using mail form on this page: <http://graphicriver.net/user/Jetz>

Also feel free to contact me at [jetztemplates@gmail.com](mailto:jetztemplates@gmail.com)

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