

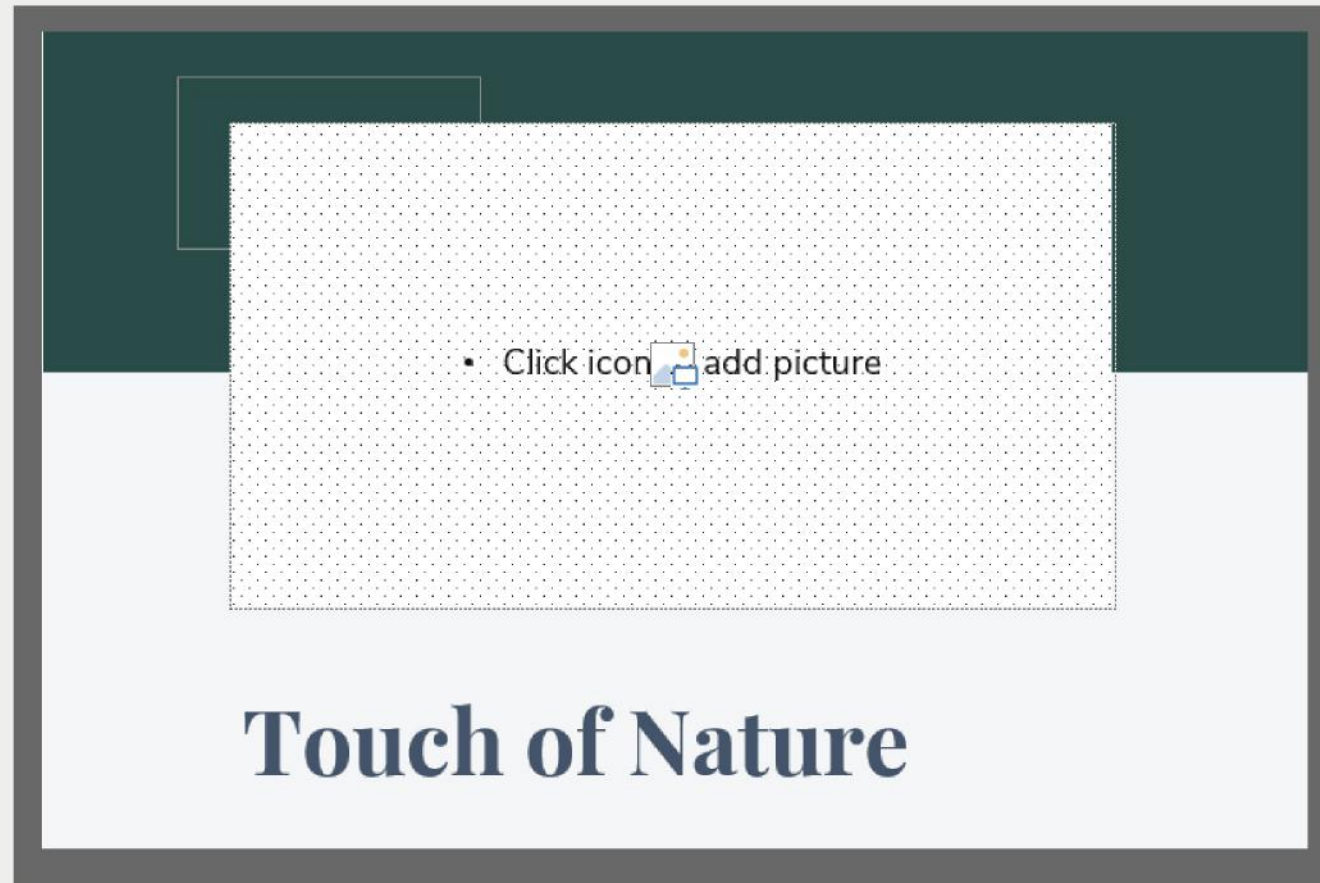


BASIC HELP POWERPOINT TEMPLATE



HOW TO CHANGE THE IMAGES

- GO TO IMAGE SECTION
- AFTER THAT CLICK THE AREA > DOUBLE CLICK IMAGE ICON AND CHOOSE FILE FROM YOUR LIBRARY AND YOU CAN DRAG IT ALSO!

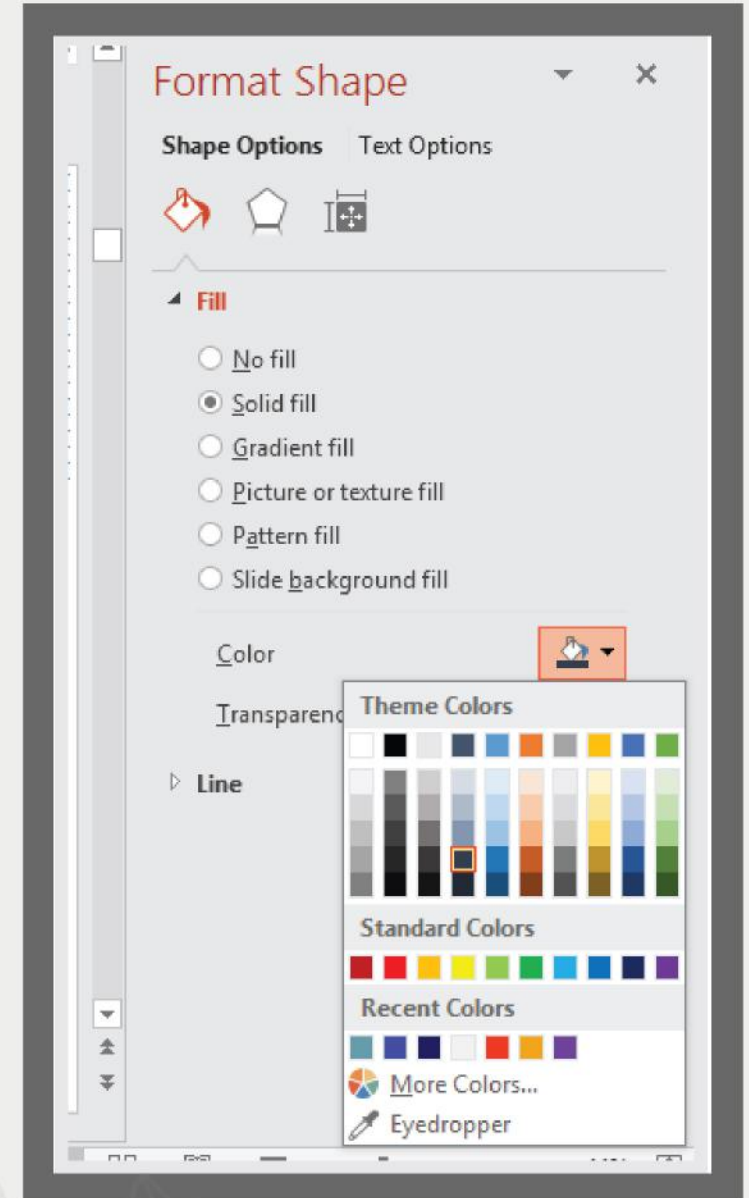


HOW TO CHANGE THE COLORS

- GO TO THE AREA THAT YOU NEED TO CHANGE THE COLOR
- AFTER THAT CLICK FORMAT SHAPE > CLICK **PAINT ICON** > CLICK **FILL**
- NEXT, SELECT SOLID FILL OR GRADIENT FILL
- FINALLY, CHOOSE YOUR FAVOURITE COLOR

THE SECTION IS MISSING?

- IF YOU'RE FOUND THE MISSING SECTION AFTER ADDING AN IMAGE PLACEHOLDER
- PLEASE **SEND TO BACK THE IMAGE**. IT WILL BE PUT PLACEHOLDER IMAGE AT VERY BOTTOM LAYER, AND THE MISSING SECTION WILL SHOWING UP



HOW TO INSTALL THE FONTS

- STEP 1, DOWNLOAD THE FONTS URL(S) ARE INCLUDED IN README.txt
- STEP 2, COPY FONTS INTO C:\WINDOWS\FONTS

HOW TO USE ICONS (OPTIONAL)

- STEP 1, OPEN ICONS.PPTX
- STEP 2, CHOOSE YOUR FAVOURITE ICONS
- STEP 3, COPY (CTRL+C) ICONS TO YOUR PPT FILE
- YOU CAN RESIZE AND CHANGE THE ICON COLOR EASILY



