

# BLOGGER KIT CQ.



MICROSOFT POWERPOINT USER GUIDE





# THE EDITING PROCESS

The intended purpose of this document is to help guide you through the customization process for **Microsoft PowerPoint**.

- I. **Add photos** – by dragging and dropping your desired image directly onto the image placeholder area **or** click on the icon in the center of the image placeholder area that says ‘**Click icon to add picture**’ and then follow the image search prompts.
- II. **Image placement + size** – in order to **change the position and size** of the picture placeholder (select your photo and then drag one of the corner handles to adjust the image size) or change the dimensions in ‘**Slide Master**’ mode under the ‘**View Tab**’. You can also just select the image and choose the ‘**Crop Tool**’.
- III. **Edit colors and sizes of shapes** – by selecting your desired text or object and then choose ‘**Shape Fill**’ or ‘**Font Color**’ from dropdown menu.
- IV. **Re-Arrange** Images or objects by right-clicking and then choosing ‘Bring to Front’ or ‘Send to Back’
- V. **Editing Chart Data** – Click [here](#).
- VI. **Add Hyperlinks** – Select your text, shape or image and then **right-click**. Next, select ‘**Link**’ from the menu that appears and then input your URL into the address field and then select ‘**Ok**’
- VII. **Duplicating pages** – right-click on the slide that you wish to duplicate and then once the pop-up menu appears, select ‘**Duplicate Slide**’. Or select several slides at once then choose ‘**New Slide**’ from the Home menu tab and choose ‘**Duplicate Selected Slides**’.



Click the camera icon to discover **70+ Absolutely FREE**  
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REFER TO THE **FONTS.TXT** FILE FOR THIS SECTION. IF A SPECIALTY FONT IS BEING USED, THERE WILL BE A DIRECT LINK TO TAKE YOU TO THE DOWNLOAD PAGE.

1. Open the file titled > '**Step 1 – Fonts.txt**'
2. Click [here](#) to view a tutorial on how to install fonts for both MAC and PC users.
3. Once you've installed the required font(s) listed in the **Fonts.txt** document, your font list will automatically update in **PowerPoint** and be ready for use.

#### HOW-TO EDIT 'SPECIAL TEXT' FONT COLOR

THIS METHOD IS BEST USED WHEN SPECIAL TEXT EFFECTS ARE REQUIRED (**EX. OUTLINED TEXT-OBJECT A**).

1. With your text selected, select the '**Format tab**' from the menu above.
2. And then once the '**WordArt Styles**' section is visible, select the '**Text Outline**' drop-down menu and choose your desired color.





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## SAVING

FOLLOW THESE STEPS TO SAVE YOUR TEMPLATE  
IN **.PDF** FORMAT:

1. Go to **File** > **'Save as Adobe PDF'** or
2. Select **File** > **'Save As'** and then select **.PDF** from the drop down menu
3. Click **'Save'** and you're done!

## SAVING YOUR TEMPLATE

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