

# **SQUARE MULTIPURPOSE POWERPOINT TEMPLATE**

DOCUMENTATION

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# Main features

This PowerPoint presentation template can be used for business report, annual report, real estate market review, new business funding request, product review, marketing and promotions post launch review, market research, course work, teaching, social media impact studies, personal use, education and training.

- **108** unique slides
- **250+** pre-made color schemes
- **6500+** icons
- **Fully animated**, no animation version included
- Wide HD Screen Ratio 1920x1080
- Elegant & Clean Modern Style
- **Dark & light versions**
- **Drag & drop image placeholder**
- Easy to change color with few clicks
- All content easy editable & 100% live chart
- Free fonts used
- **Detailed documentation**

# Font used

Aa Bb Cc

**MONTERRAT**

*<https://www.fontsquirrel.com/fonts/montserrat>*

All fonts used in this template can be used for personal or commercial use.

# Install Font?

## OS Windows:

Extract the files you have downloaded.

### 1) Under Windows vista/7/8/10:

Select the font files(.ttf, .oth or .fon) then right-click > install, or just double click;

### 2) Under any version of windows:

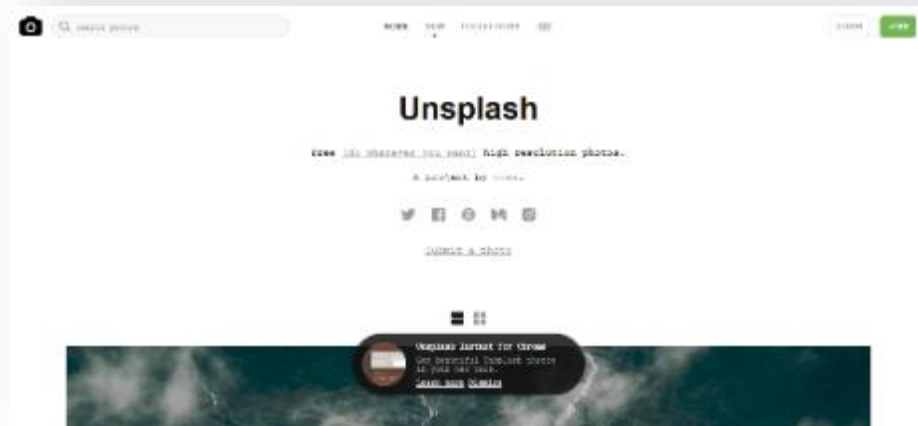
Place the font files (.ttf, .oth or .fon) into the fonts folder, usually C:\windows\fonts

## HOW CAN I EMBED FONTS IN MY PRESENTATION?

If you must go and present your work at another computer without necessary fonts, you can do this:

Go to **File** tab ->**options** ->**save**, and select “**embed fonts in the file**” and “**embed all Characters**”

# Images used



Unsplash

<https://unsplash.com/>



Pexels

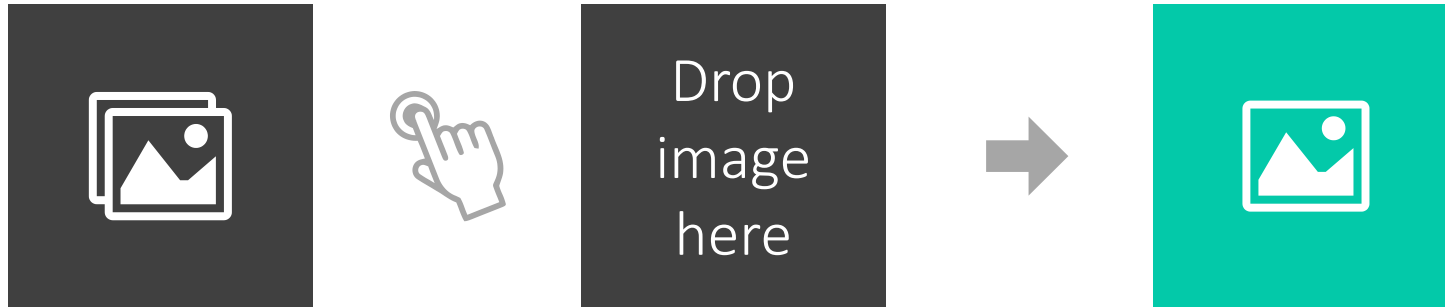
<https://www.pexels.com/>

## ***IMAGES IN THE DEMO ARE NOT INCLUDED!***

There are many websites providing free images. I always use these two for free images. They are well-designed and all photos on them are well-organized. You can find free photos you want easily and quickly.

# Image Placeholder

*For more easy use, I included image placeholder in some slides, you can insert image only with one click or just drag and drop.*



# How to adjust images ?

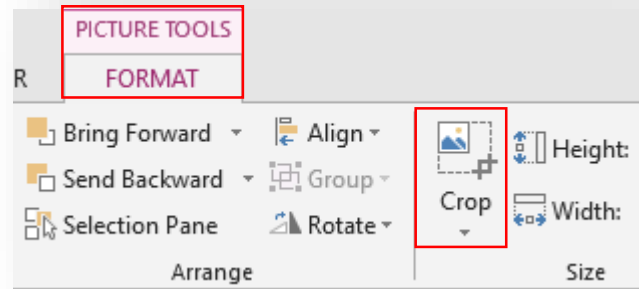
In some cases, the image you added to the image placeholder is not displayed appropriately. You can adjust it after adding as following steps:

## Step 01

Choose the image you want to adjust.

## Step 02

After choosing, you will see the “PICTURE TOOLS” tab. And then click FORMAT >– Crop.





# How to adjust images ?

## Step 03

Move your mouse to the **white squares** on the four corners of the image and drag to resize the picture. You can drag the image to adjust the position too.

## Step 04

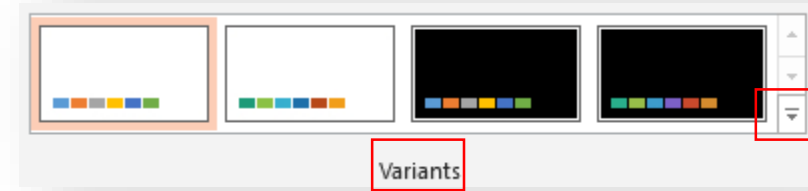
After adjusting, click on the black of this page to quit the adjusting.



# Change color scheme

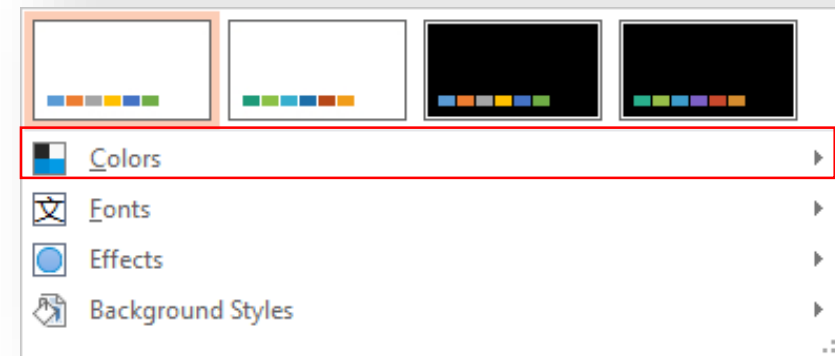
## Step 01

Click the **DESIGN** tab, and click the arrow in the left image.



## Step 02

After the first step, you will see the **COLORS** option.



## Step 03

And then, click the colors options, you will see all color schemes in you system, click any one of them, you can change the color of this template.

# Add Color Schemes

In this template, I premade **130+ color schemes** for you, you can add to you color schemes folder.

## HOW TO ADD COLOR SCHEMES ?

To use the color schemes I premade for you, you should copy them to this folder first:

C:\Users\**yourname**\AppData\Roaming\Microsoft\Templates\Document Themes\Theme Colors

NOTE: this folder is your color schemes folder. Please alternate the yourname with your real computer name of your computer. By default, this folder is hidden, you should make it visible first.

# Dark and light

The 250+ color schemes include 125+ light color schemes and 125+ dark color schemes.

## HOW TO USE THE 250+ COLOR SCHEMES?

After add the 250+ color schemes in to your system, you can change color scheme to any color scheme you want. But you should notice:

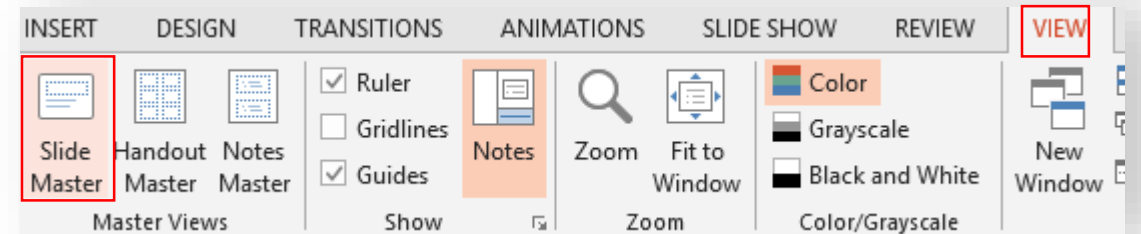
- When you use the light version template, you should change the color scheme to light color schemes;
- As the same, when you use the dark version template, you should change the color scheme to dark color schemes.

# Change Information in Master Slides

The page number and the Logo information are located in the Master Slides, You can't change these in normal view. To change these information, you should operate like this:

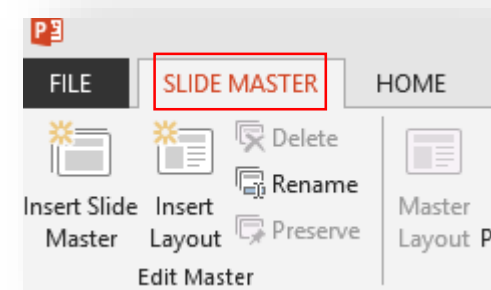
## Step 01

Click the **VIEW** tab, and click the **Slide Master** button.



## Step 02

After the first step, you will enter the Slide Master view. Then you can change these information easily.





# Slide Master

## HOW TO USE THE SLIDE MASTER?

### 1. Image placeholder

All the image placeholders are in the slide master view, but you should not to change them. If you want to change them in some case, go to the slide master view.

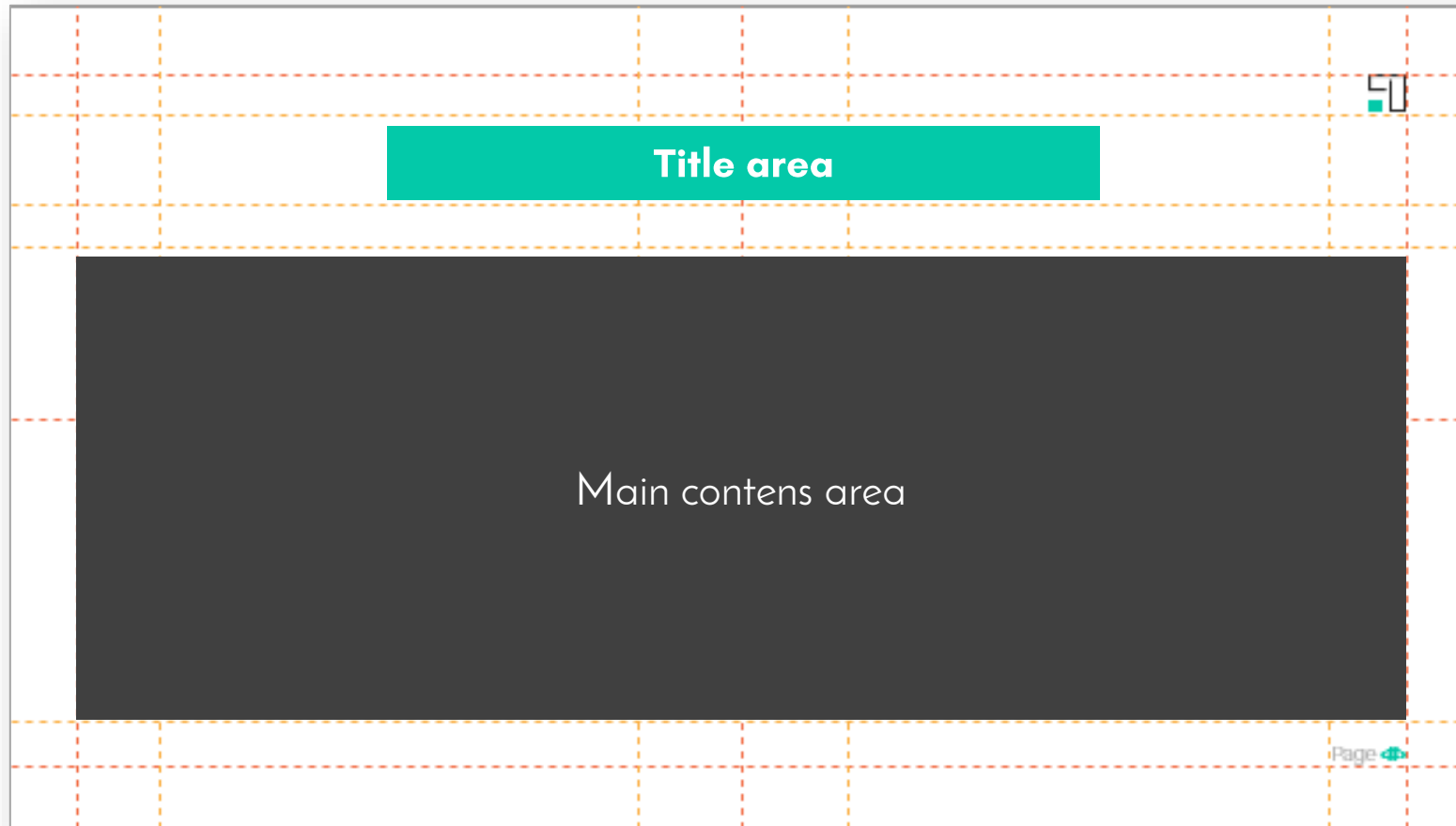
### 2. Page information

The page information is in the slide master view, if you want to delete it or you want add something all slides included, you should go to the slide master view.

### 3. Grids

All grid lines are in the slide master view, I premade the grid system in the slide master view, if you want to change the grid system, you can do it in the slide master view. (this situation is just suitable for MS PowerPoint 2013 or higher, if you use a lower version, you will see the grid system in the normal view.)

# Grid System



**NOTE:** I recommend you use this grid system as this style.



# Contact me

THANKS FOR PURCHASING OUR ITEM!

If you have any questions, contact me:

[https://graphicriver.net/user/jiani\\_design](https://graphicriver.net/user/jiani_design)

I will response you as soon as possible!



**THANKS FOR WATCHING!**