

# Guide

How to use this template

# QUICK GUIDE

## APPLYING CUSTOM Ms. OFFICE XML THEME COLORS

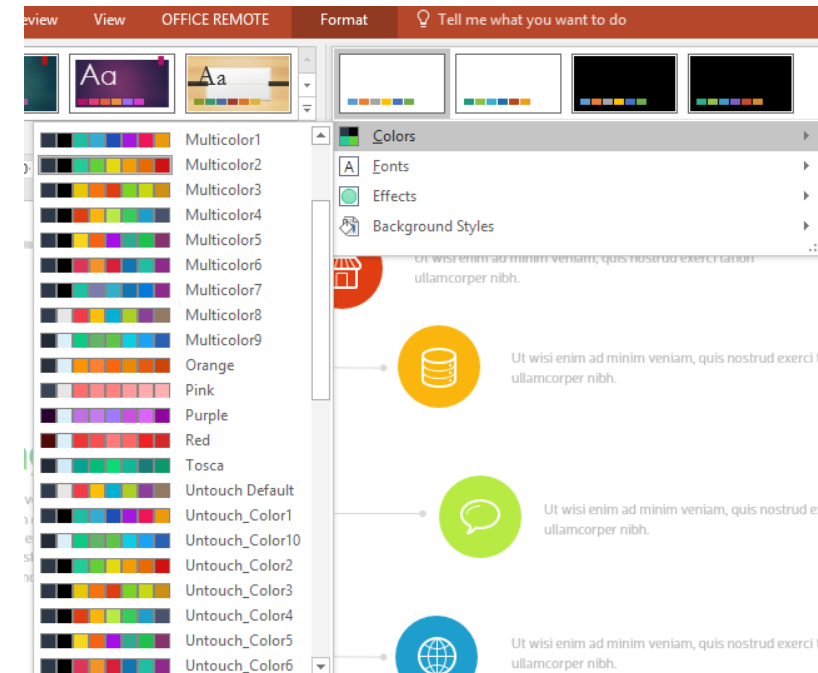
To apply The Custom XML Theme Colors to your Ms. Office, Do the following steps:

1. Open The XML\_theme\_colors Folder (included in this package), then you will get 20 XML files like the picture below.

Name	Date modified	Type	Size
3_color candy.xml	15/07/2016 14:06	XML Document	1 KB
Blue.xml	22/06/2016 6:32	XML Document	1 KB
Brown.xml	22/06/2016 6:32	XML Document	1 KB
Gray.xml	22/06/2016 6:32	XML Document	1 KB
Green.xml	22/06/2016 6:28	XML Document	1 KB
Multicolor1.xml	21/06/2016 13:28	XML Document	1 KB
Multicolor2.xml	21/06/2016 13:28	XML Document	1 KB
Multicolor3.xml	21/06/2016 13:28	XML Document	1 KB
Multicolor4.xml	21/06/2016 13:28	XML Document	1 KB
Multicolor5.xml	21/06/2016 13:28	XML Document	1 KB
Multicolor6.xml	21/06/2016 13:28	XML Document	1 KB
Multicolor7.xml	21/06/2016 13:29	XML Document	1 KB
Multicolor8.xml	20/06/2016 14:29	XML Document	1 KB
Multicolor9.xml	22/06/2016 23:12	XML Document	1 KB
Orange.xml	22/06/2016 6:31	XML Document	1 KB
Pink.xml	22/06/2016 6:29	XML Document	1 KB
Purple.xml	22/06/2016 6:29	XML Document	1 KB
Red.xml	22/06/2016 6:30	XML Document	1 KB
Tosca.xml	22/06/2016 6:29	XML Document	1 KB
Yellow.xml	22/06/2016 6:31	XML Document	1 KB

2. Copy all XML files -> Paste to your Ms. OFFICE XML Theme Directory  
(C:\Users\YOUR\_PC\_NAME\AppData\Roaming\Microsoft\Templates\Document Themes\Theme Colors)

3. Check to your Ms. PowerPoint, click tab DESIGN.  
The Custom Theme Color is Applied!

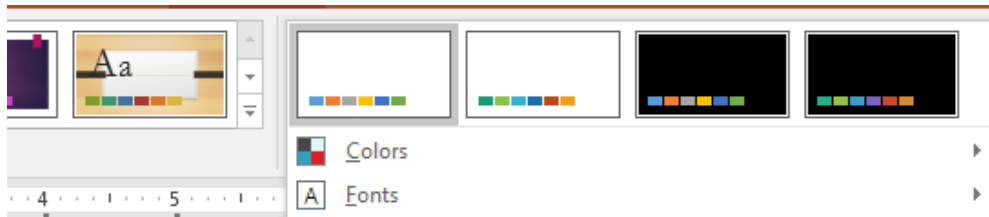


# QUICK GUIDE

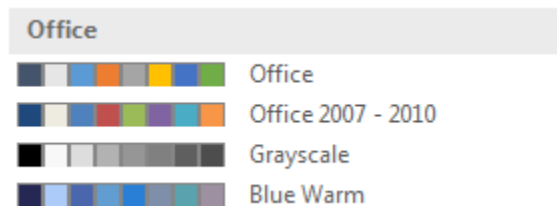
## COLOR THEME FEATURE

You can change the entire color of this template by using Color Theme feature at PowerPoint. By using this feature, you will get the matching color for your presentation easily.

1. At tab **Design**, click the Colors button



2. Choose one of the color theme



3. **Automatically**, the entire template will change to the color theme you have been chosen. So simple and effective!

## ADD / CHANGE IMAGES

Many ways to replace the existing image.

### Change Images (Option One)

1. **Right click** on the Picture
2. Choose **Change Picture**

### Change Images (Option Two)

1. If in one of the Slides have a **Placeholder**
2. Just **Click icon** to add Picture (on the middle of the placeholder)

### Change Images (Option Three)

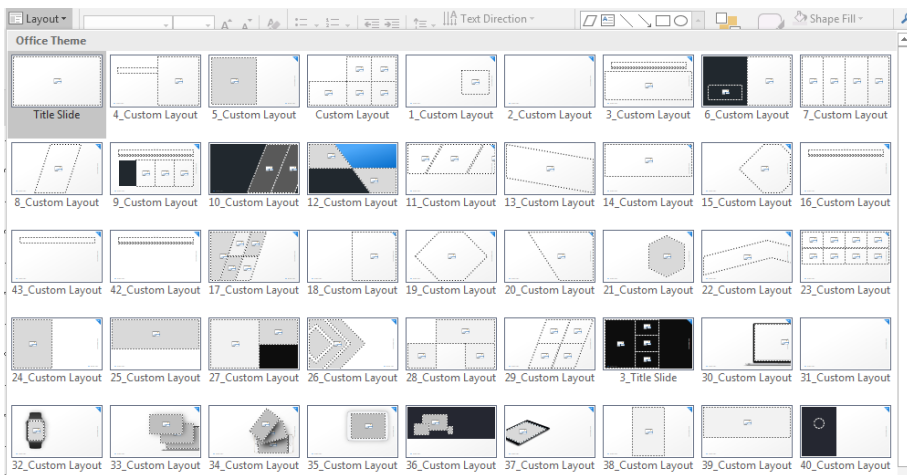
1. Find your picture in your folder
2. Drag and Drop to the placeholder
3. it's Ready

# QUICK GUIDE

## AVAILABLE LAYOUTS AND HOW TO USE IT

Use the available Layout to help you design the presentation slides. Do the following steps:

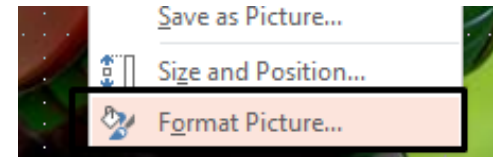
1. Choose one or several slides.
2. Click “Layout” at tab **Home** menu.
3. Click through your desired Layout



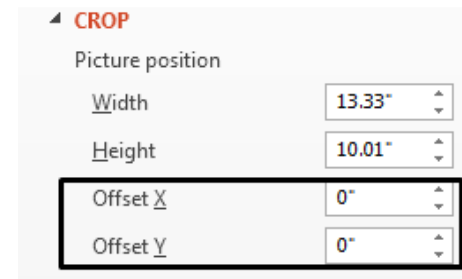
**Tips:** You may also edit or add a new Layout from View > Slide Master.

## ADJUSTING IMAGES WITH PLACEHOLDERS

1. Insert picture to slide
2. Right click on image
3. Click **Format Picture**



4. Select Crop



**Offset X :** To adjust the position of the image to the left or to the right on the placeholder

**Offset Y :** To adjust the position of the image to the top or to the bottom on the placeholder

# THANK YOU FOR USING OUR TEMPLATE

If you feel difficulty in using our templates, please contact us on our [profile page](#) or you can directly [send us an email](#).

