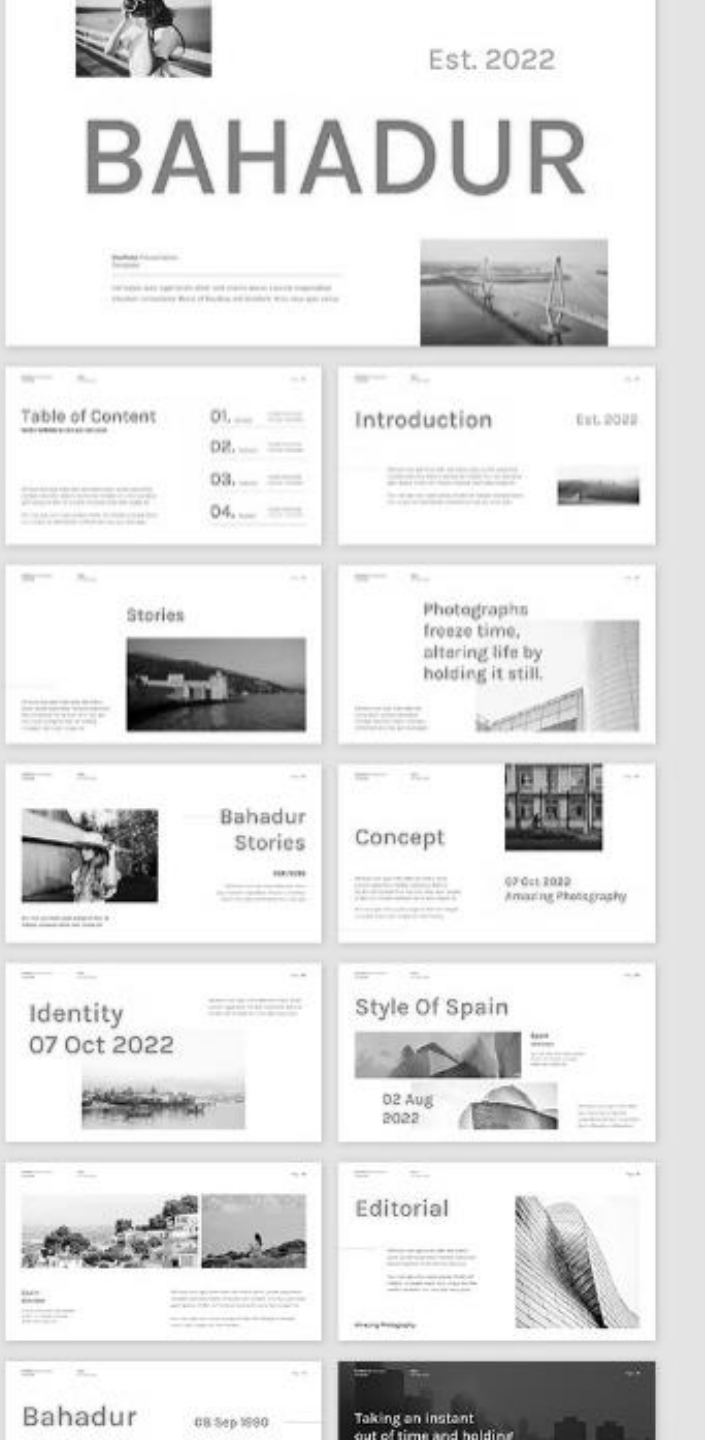


UNDERDOG CLUB

MANUALGUIDE

Basic Guidelines To Use Our Presentation Template

PPT KEY GS



CONTENTI NDEX

1. Where To Get The Asset
2. How To Use The Asset
3. Basic Platform Operation
4. Common Issues



WHERE TO GET THE ASSET

Fonts

All the fonts we used are from Google Fonts.
You can download them via following link:

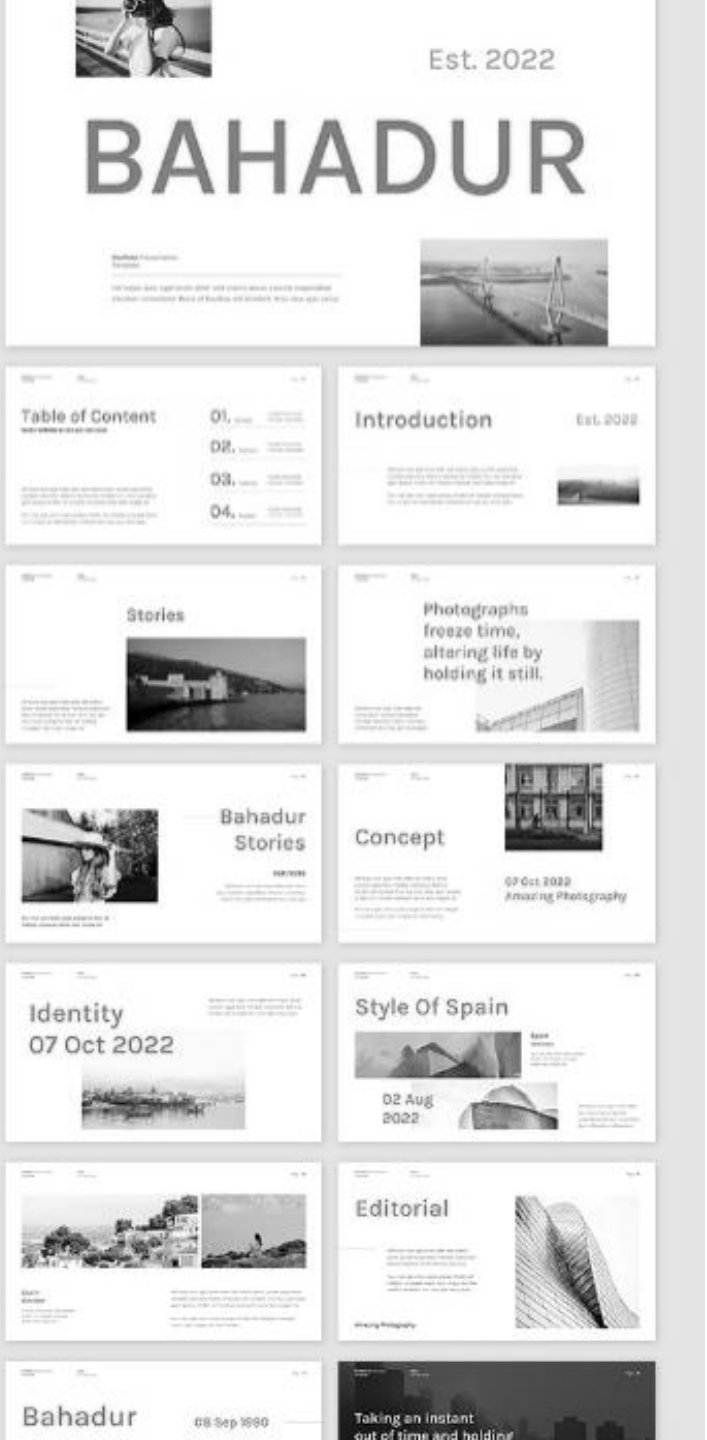
https://fonts.google.com

Images

All the images we used in the preview could be found here:

https://unsplash.com/

*All images on the demo is just for preview purpose only and not actually included on the package files.



HOW TO USE THE ASSET

Install The Fonts

Macintosh

- Drag the font file to the Font Book app icon in the Dock.
- Double-click the font file in the Finder, then click Install Font in the dialog that appears.

Windows

- Copy Fonts into C:\Windows\Fonts
- Right Click The File On Windows Explorer Then Choose Install



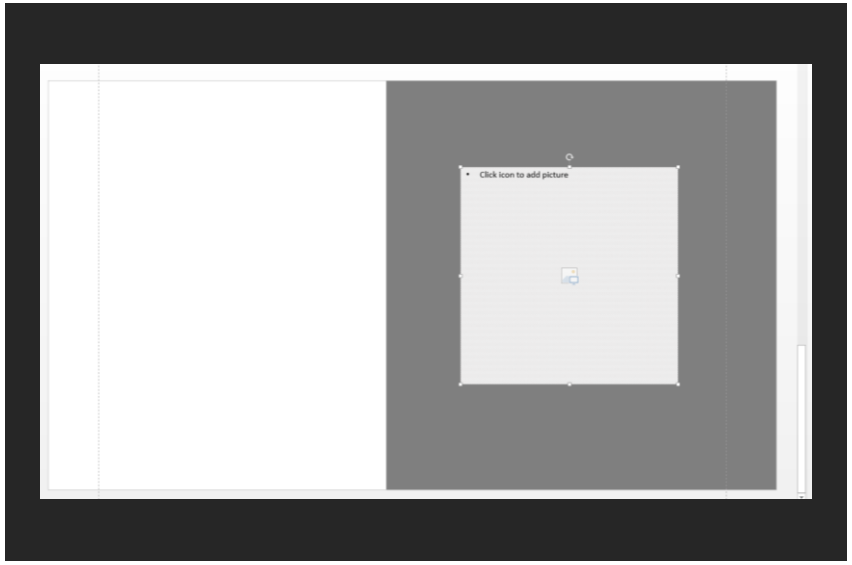
BASIC OPERATIONS

PPT

HOW TOADD/CHANGEI MAGE

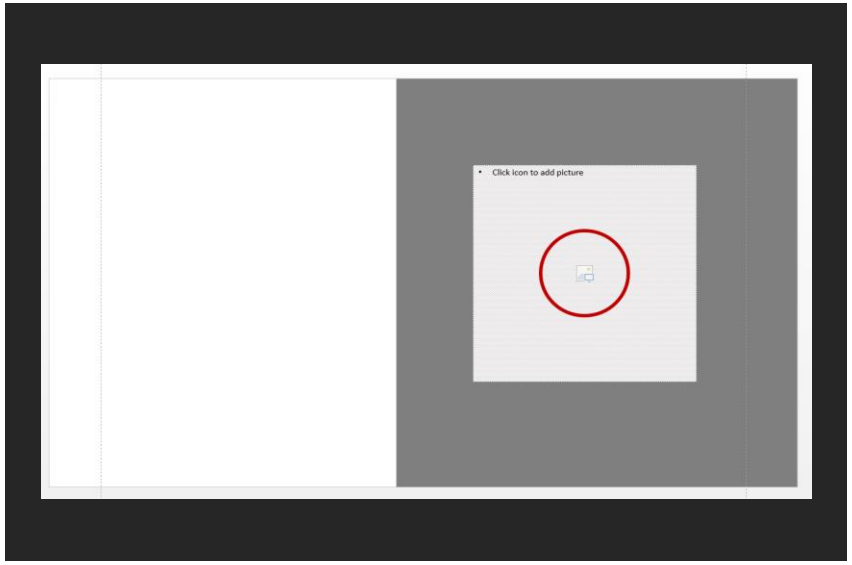
#WAY 01

Just Drag and Drop Your Image Into
the Image Placeholder.



#WAY 02

Click Icon Image And Then Choose Your
Purpose Photo From Your Library

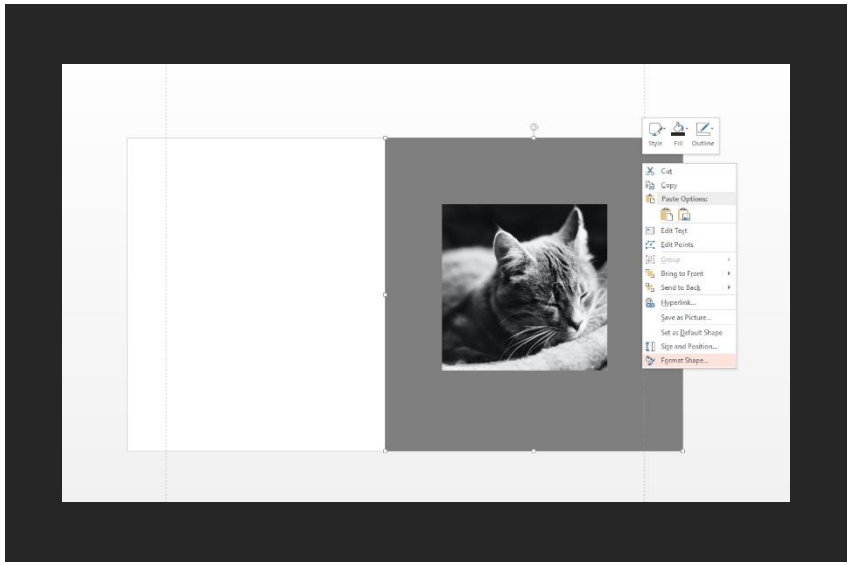


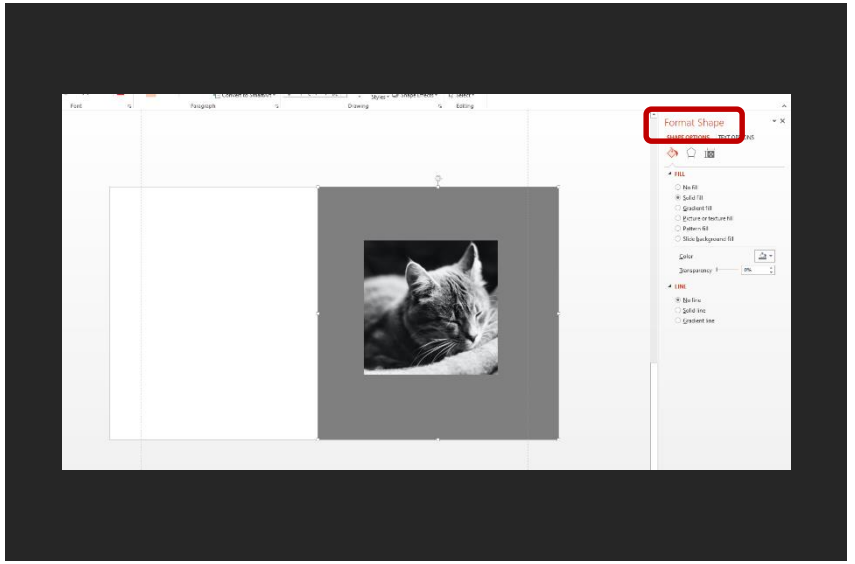
PPT

HOW TO CHANGE COLORS

1. Go to the items that you want to change the colors
2. Right Click **Format Shape**
3. Select **"Paint Icon"** and **select "Fill"**
4. Choose your desired color

**we recommend solid fill colours for this template*







BASIC OPERATIONS

KEY

HOW TOADD/CHANGEI MAGE

#WAY 01

Right click in image place holder
and then click the replace image.

#WAY 02

Click icon image and then choose your purpose photo from your library

KEY

HOW TO CHANGE COLORS

Select Object ->Change the fill colors on the right panel ->Selecr desirable colors

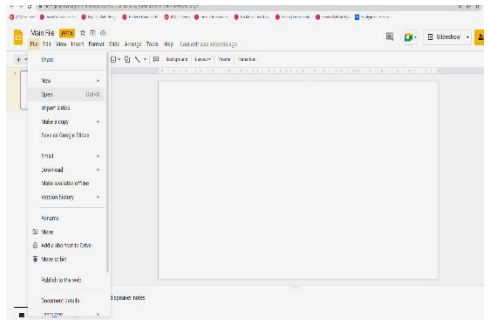
BASIC OPERATIONS

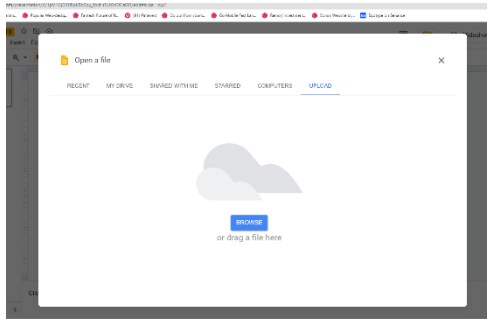
GS

HOW TO IM PORT MAIN FILE TO GS

#STEP 01

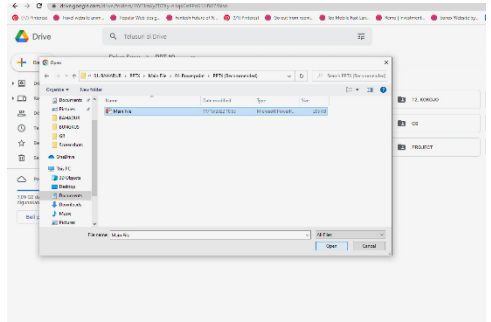
Open “File” from top menu, and select “Open” and then Upload dia log boxwill appear

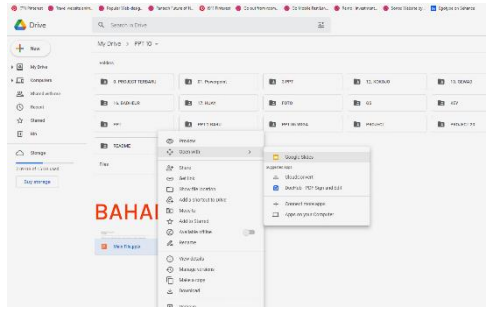




#STEP 02

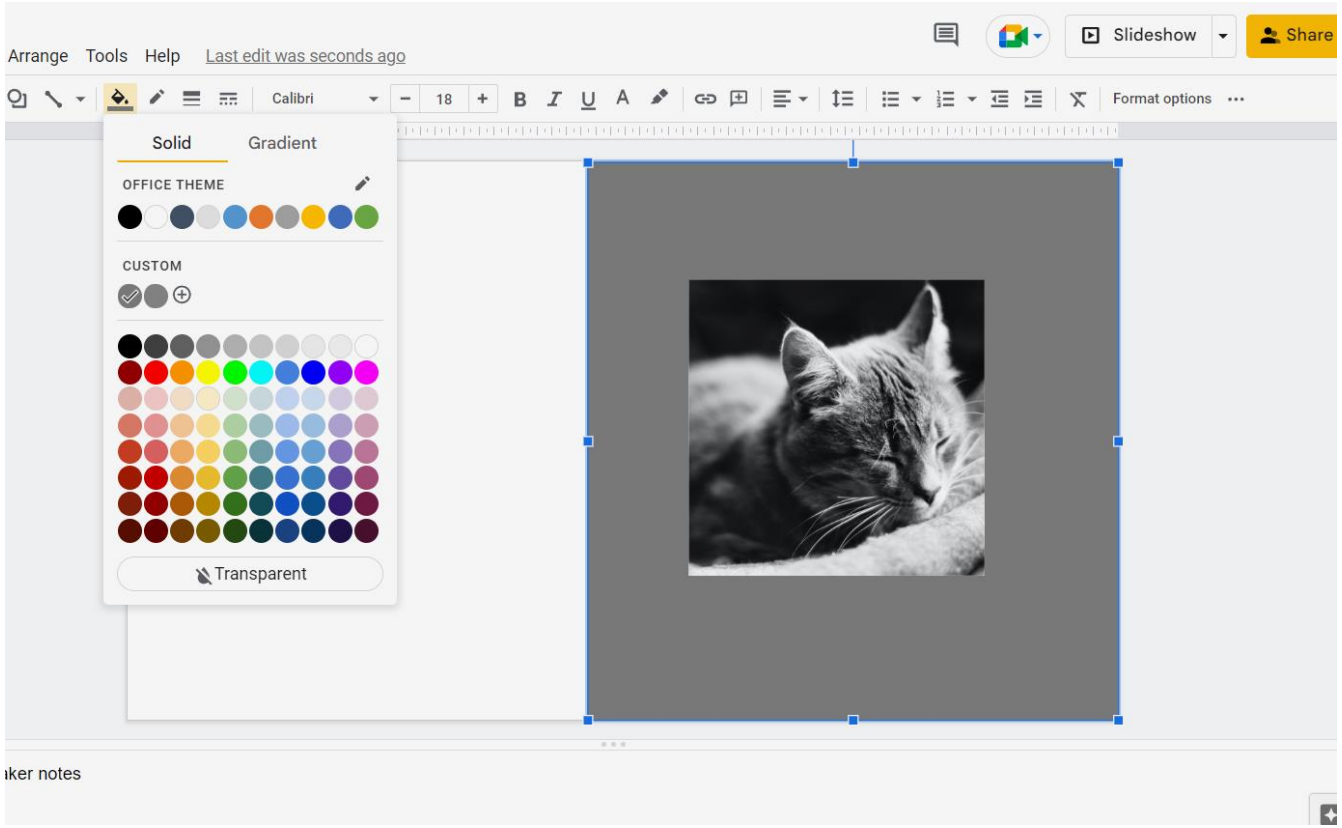
Upload main files (.pptx) from the downloaded template and the open the file





HOW TO CHANGE COLORS

Select Object ->Change the fill colors on the paint bucket menu bar or right click the object ->Selecr desirable colors

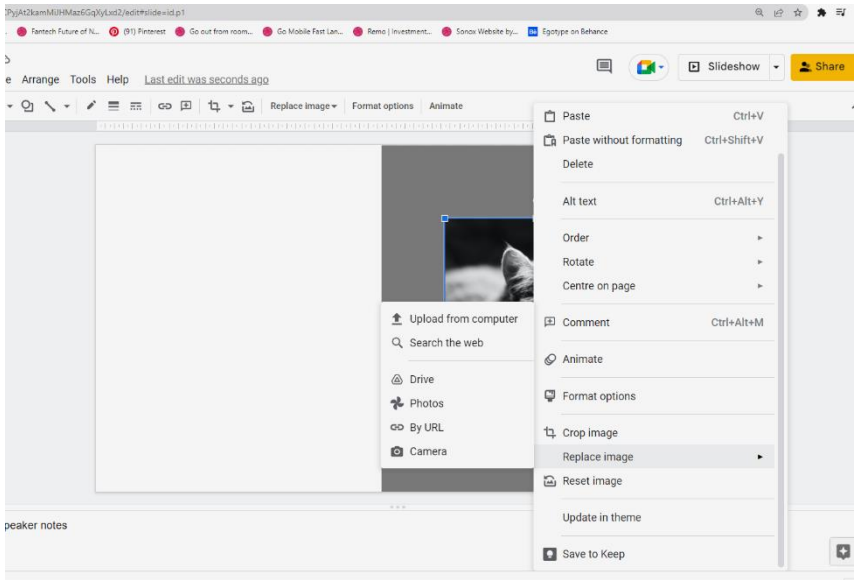


GS

HOW TOADD/CHANGEI MAGE

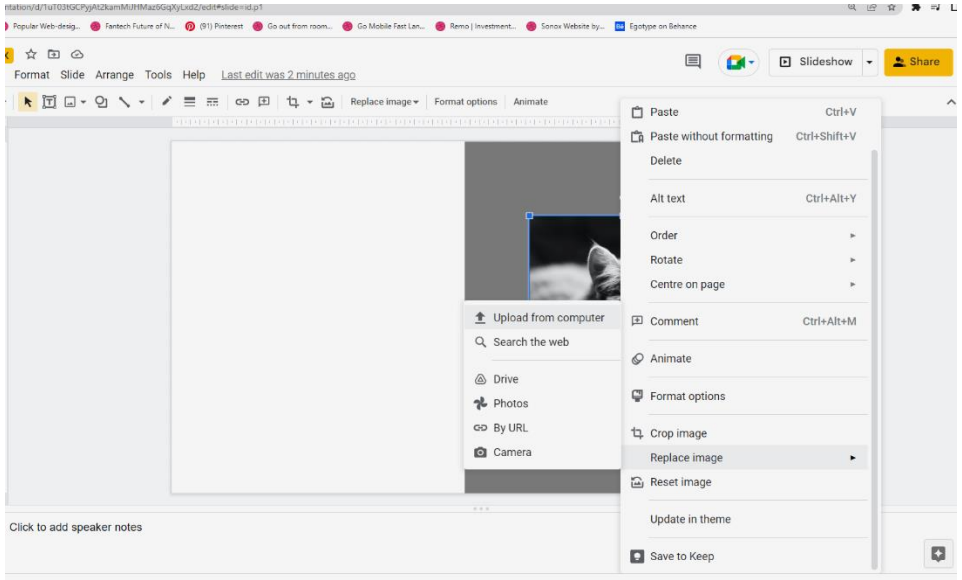
#WAY 01

Right click in image place holder
and then click the replace image.



#WAY 02

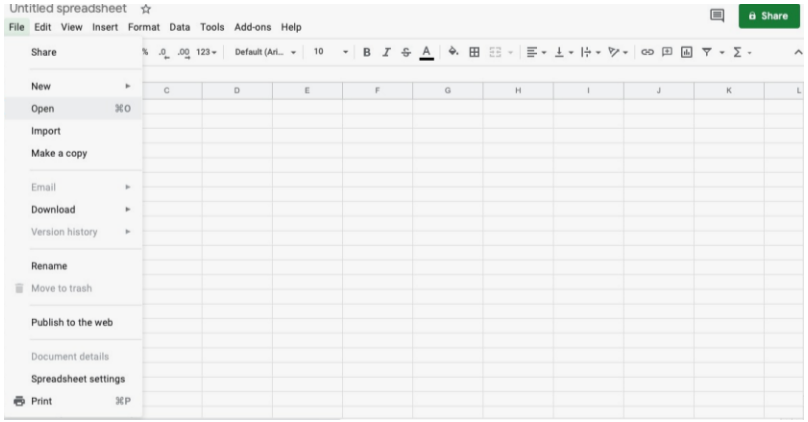
Click icon image and then choose
your purpose photo from your
library



HOW USE CHARTS FROM GOOGLE SHEET

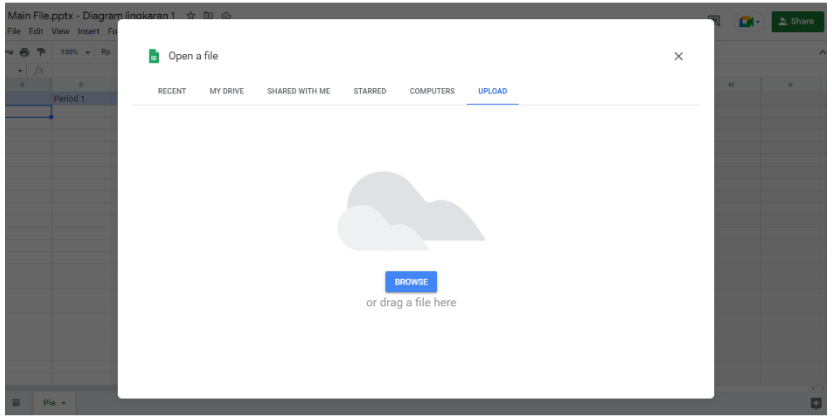
#STEP 01

Open Google Spread Sheet and then
Import the Excel File from Main File Folder



#STEP 02

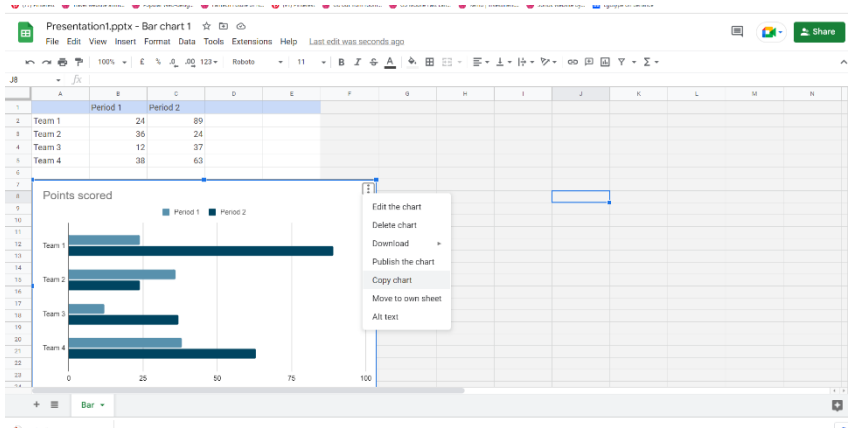
Choose The File and Then Open ,you can choose to upload file directly or upload to your google drive



HOW USE CHARTS FROM GOOGLE SHEET

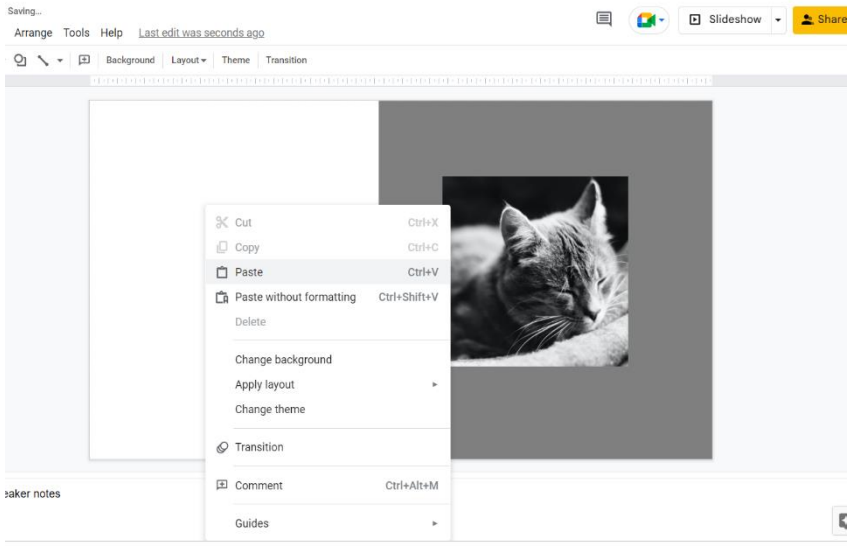
#STEP 03

The Data & Charts will show on your Google Spreadsheet, and then on the top of right corner of charts,select **option** and select **copy charts**



#STEP 04

Back to your Google Slides Page, and then right click and paste

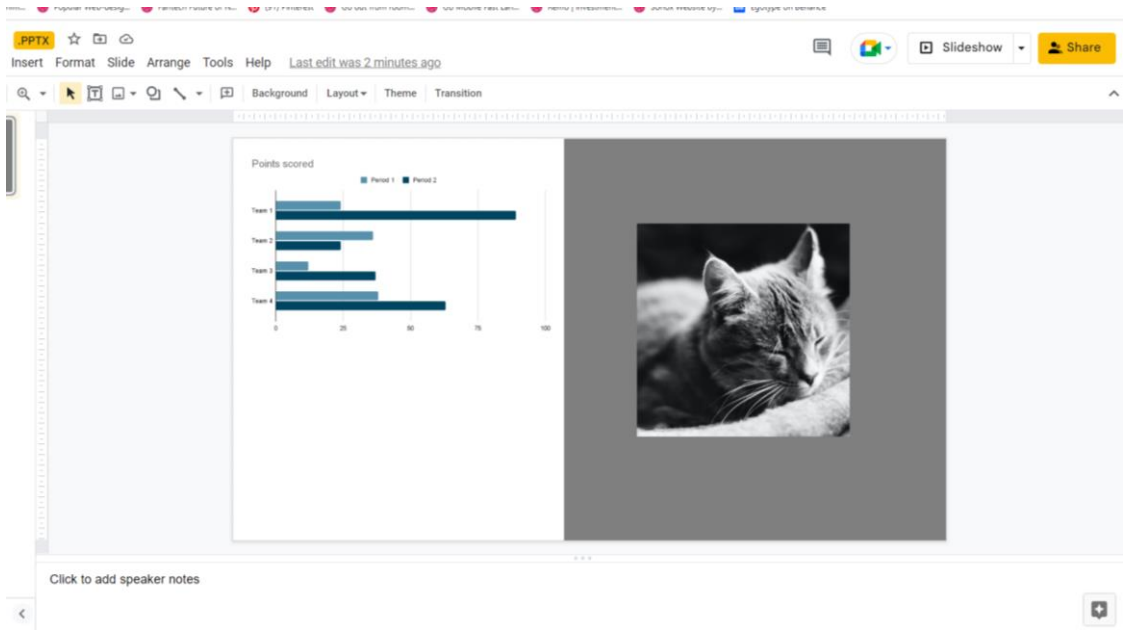


GS

HOW USE CHARTS FROM GOOGLE SHEET

#STEP 05

Enjoy your charts



COMMON ISSUES

Items or Section is Missing?

- If you're found missing section or item after adding an image placeholder.
- Please "send to back the image". It will be put placeholder image to verry bottom layer on your slide, and the missing section will showing up.

Why I can't Click on The Placeholder "Image Icon"?

- If You're Found Issue on Clicking the "Image Icon" on Image Placeholder.
- Please consider to "send to back" items on top of the placeholder first, it will make the image icon appear. After you done, you can send to front again the previous items.

UNDERDOG CLUB

THANK YOU

HELP US GROW
BY RATING THIS
PRODUCT

MORE QUESTION?

DON’T BE SHY, DROP YOUR QUESTION HERE

Rizkiahmadprayoga024@gmail.com