

# GOOGLE SLIDES

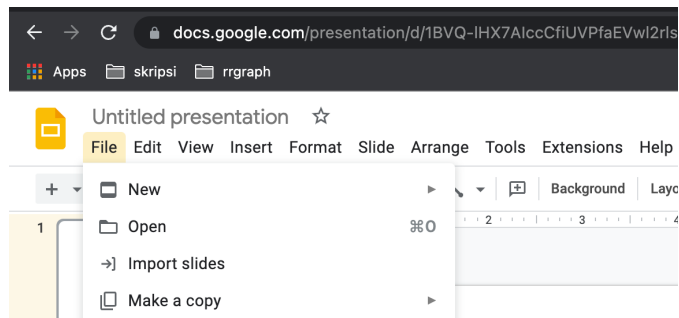
Help Guide

By : TOKOMOO

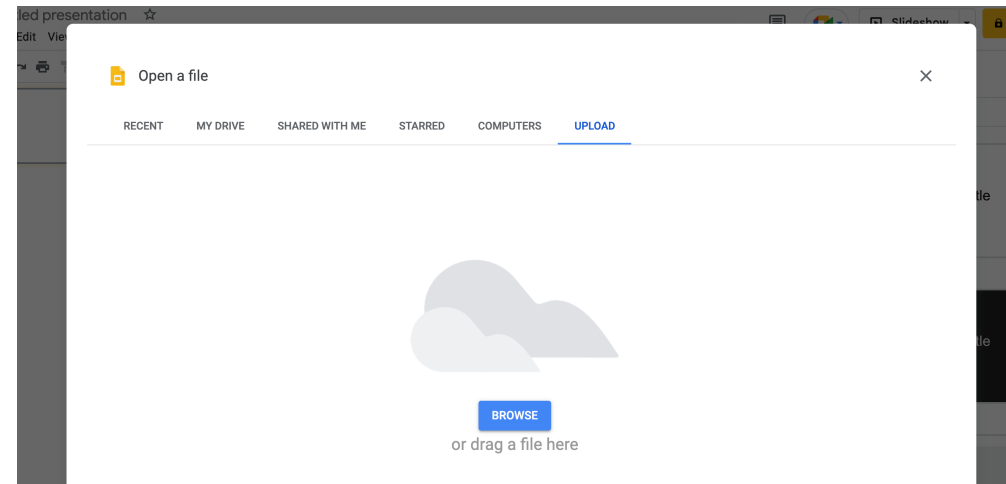
# Open file online at Google Slides

1. Open google slides at your browser, with this link  
**<https://docs.google.com/presentation/>**
2. And choose **Blank** presentation

Click menu **File**, then choose **Open**



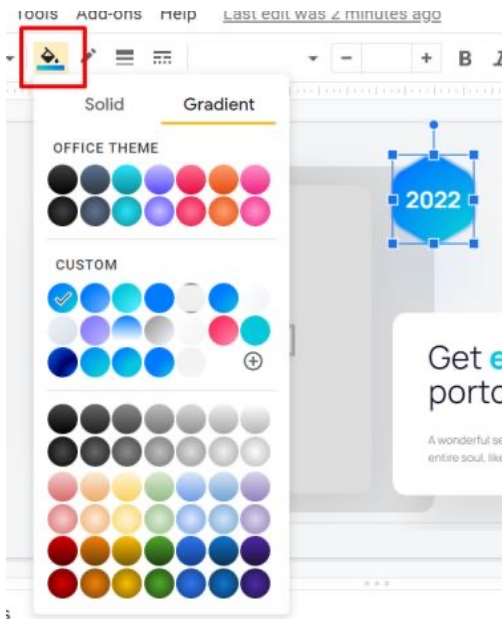
1. Upload your presentation PPTx File



## Use available colors

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1. Click the color icon, and choose
2. the suitable color in Google Slides.



## Download and Install Fonts

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### Download Fonts

1. Links to download the fonts are placed in  
Template folder \ Documentation \ Font Used
2. Follow the link and download the fonts

### Install the Fonts

1. If your fonts are packed in .zip file, extract it  
first
2. Double click the .otf/ttf files
3. Click install

# Add/Replace Image in Placeholder

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## Add Image #1

1. Click image icon in the placeholder
2. Choose picture
3. Click **insert**

## Add Image #2

1. Drag the picture from your folder into the image placeholder

## Replace Image

1. Delete the previous picture, add new image
2. Or right - click the previous image, choose change picture

## Add Image (Under Shade Layer)

1. Click image icon in the placeholder
2. Choose picture, insert
3. Right click the image, choose '**send to back**'

## Fix Your Distorted Image with Crop Tool

1. Click the image
2. Click **Format tab**
3. Choose **Crop**, then adjust your image

# THANK YOU

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