

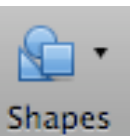


POWERPOINT PROJECT - QUICK START INSTRUCTIONS

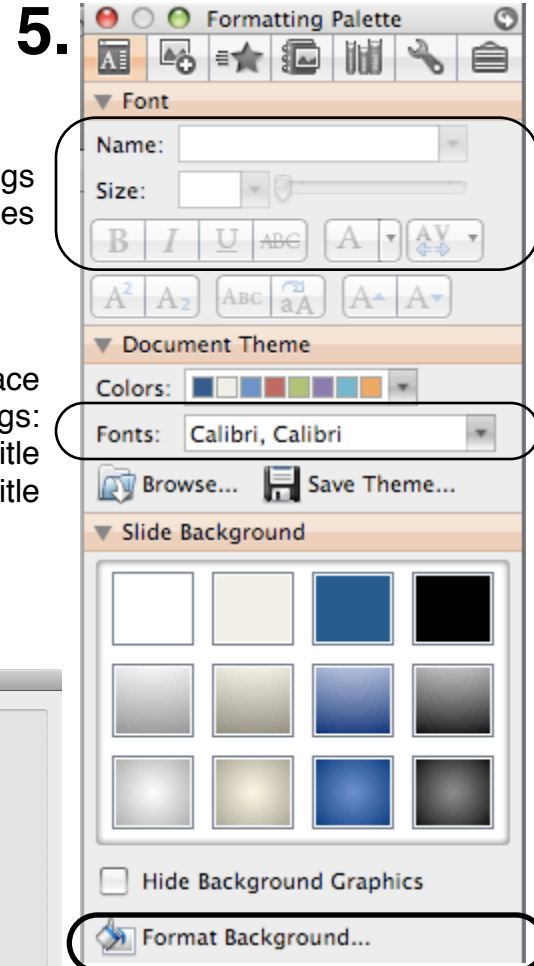
1.  New Document

2.  New Slide

3.  Insert Picture from File

4.  -Select desired Shape
-Drag and Drop (shift)

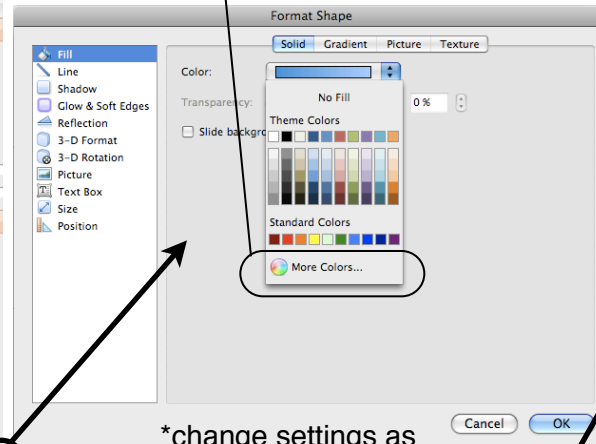
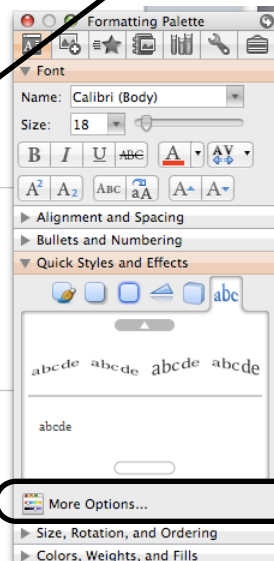
*If Formatting Palette isn't visible:
-View -Check Formatting Palette ON



sample colors for unity

Manual Typeface Settings changes

Select Typeface Pairings:
-Title
-Subtitle



*change settings as desired for shape(s)

List of Mac & PC Typefaces

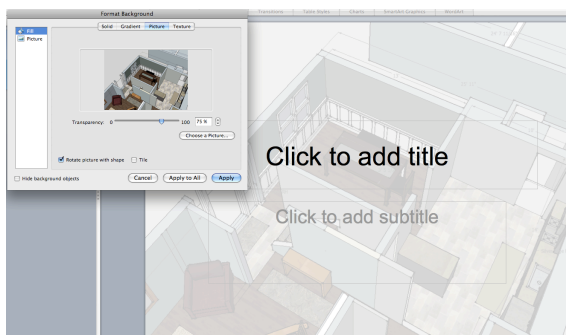
SANS SERIF	SERIF
Franklin Gothic (Windows 8)	Adobe Caslon
Gill Sans	Adobe Garamond
Myriad	Courier New (windows 8)
Arial	Lucida (windows 8)
Calibri	Minion
Century Gothic	Perpetua
Impact	Times New Roman
Tahoma	Trajan
Trebuchet	Baskerville Old Face
Tw Cen MT	Cambria
Verdana	Copperplate
	Engravers MT
	Georgia
	Palatino
	Rockwell

6. BACKGROUND / WATERMARK

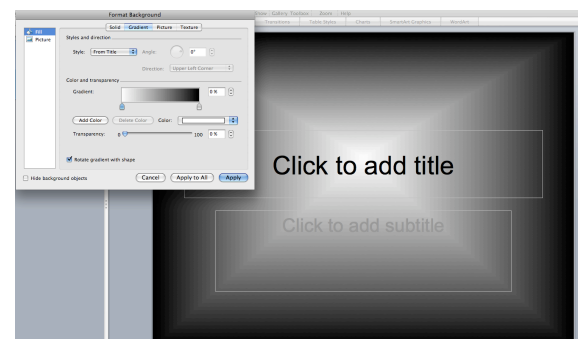
Insert Pictures as Background Watermarks

(*Do not use these images w/ full transparency - legibility issues)

*Do not 'Tile' Images



OR



Create Custom Gradient Background
*YOU CAN ALSO CREATE YOUR OWN BACKGROUND IMAGES IN PHOTOSHOP OR ILLUSTRATOR

graphic design