



# DOCUMENTATION & QUICK GUIDE

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# QUICK GUIDE FOR POWERPOINT

## How to Ungroup an Object/Shape?

1. Right click on the object
2. Select Group > Ungroup

## How to Group an Object/Shape?

1. Right click on the object (More than 1)
2. Select Group > Group

## How Edit/Fill Shape Color?

1. Right click on the object
2. Select Format Shape
3. Choose Fill a color from color pallette  
(bucket icon-on the right side on Powerpoint 2013)

NOTE: Please ungroup the object/shape before, if you want to change an individual shape.

## How to Change Line Color?

1. Right click on the object
2. Select Format Shape
3. Choose LINE a color from color pallette  
(bucket icon-on the right side on Powerpoint 2013)

NOTE: Please ungroup the object/shape before, if you want to change an individual shape.

## How to Change a Picture? (One)

1. Right click on the Shape
2. Choose Format Shape
3. Choose Fill > Picture or Texture (from tab)
4. Choose 'From file:' Choose Picture

## How to Change a Picture? (Two)

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

## How to Change a Picture? (Three)

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

## How to Crop a Picture?

1. Double click on the Picture
2. Choose Crop from toolbar
3. Drag the crop hadler horizontaly/verticaly to adjust the width/  
height

# QUICK GUIDE FOR KEYNOTE

## How to Group or ungroup objects

1. Shift-click to select multiple objects.
2. Click the Arrange tab at the top of the sidebar on the right.

If you don't see a sidebar, or the sidebar doesn't have an Arrange tab, click Format button in the toolbar.

3. Click Group (or choose Arrange > Group from the Arrange menu at the top of your screen).

Tip: You can also select multiple objects, then Control-click anywhere on the slide and choose Group.

To ungroup objects, select the group, then Control-click anywhere on the slide and choose Ungroup.

## How to Add an image? (One)

1. Drag an image from your computer or a webpage onto a placeholder image or anywhere else on the slide.

## How to Add an image? (Two)

1. Click Media button in the toolbar, then select an image from your iPhoto, Aperture, or Photo Booth library.

## How to Mask (crop) a Picture?

1. Double-click the image.
2. Use the controls that appear to change which parts of the image are visible:



3. Done

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