

PowerPoint Line Sheet Editing

Microsoft Powerpoint is required to edit the POTX template. This template was created using Office 2013 on a PC so these directions are specifically for that program. The template has not been tested in all version of Office and we cannot guarantee it in older versions.

Remember to save your new file under a different name to keep the original template intact to use again in the future.

Font

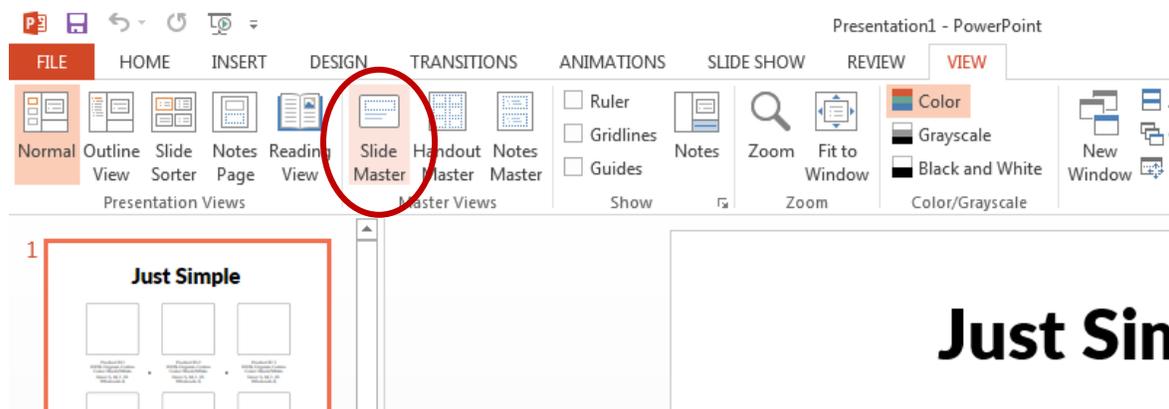
Fonts used in this line sheet are Lato, black and regular. If you do not have these fonts, Photoshop will chose a similar font and substitute it instead.

Lato is a free font that can be downloaded to your computer. We recommend fontquirrel.com. We try to use free fonts so everyone has access to them.

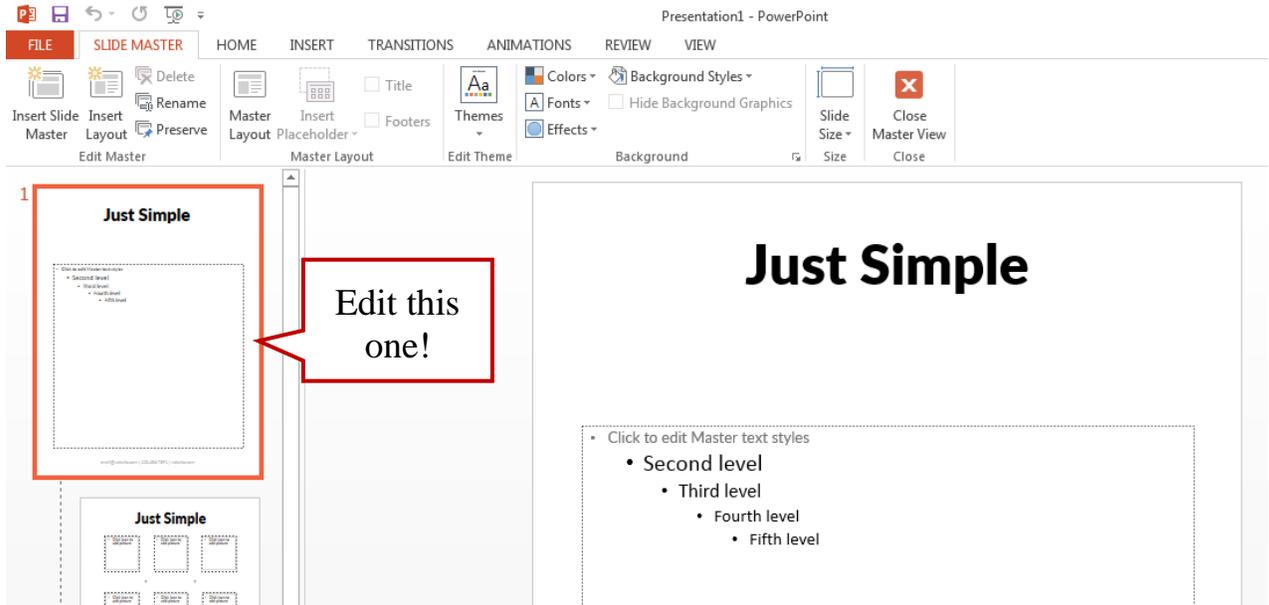
Changing the Business Name & Contact Information

This template format is set up so that you can add your logo/business name and contact information and forget about it! Change it once and it is added to all pages. Pretty nice? And if you need to update it in the future it is just as quick.

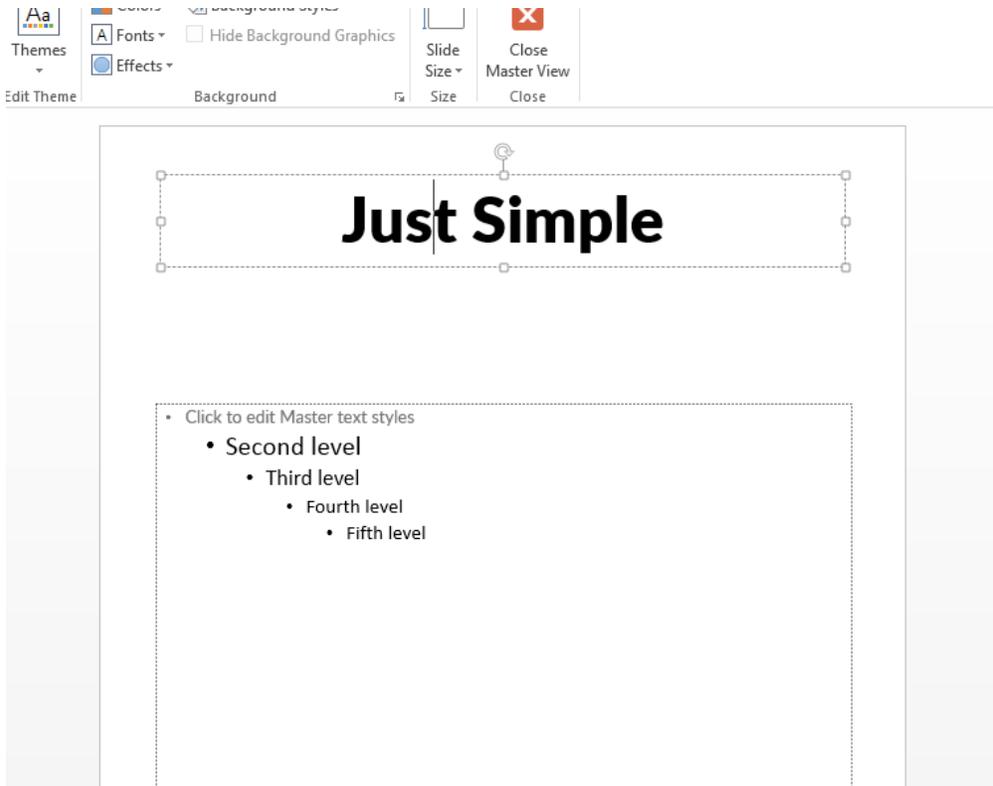
Click on the View menu and then click Slide Master.



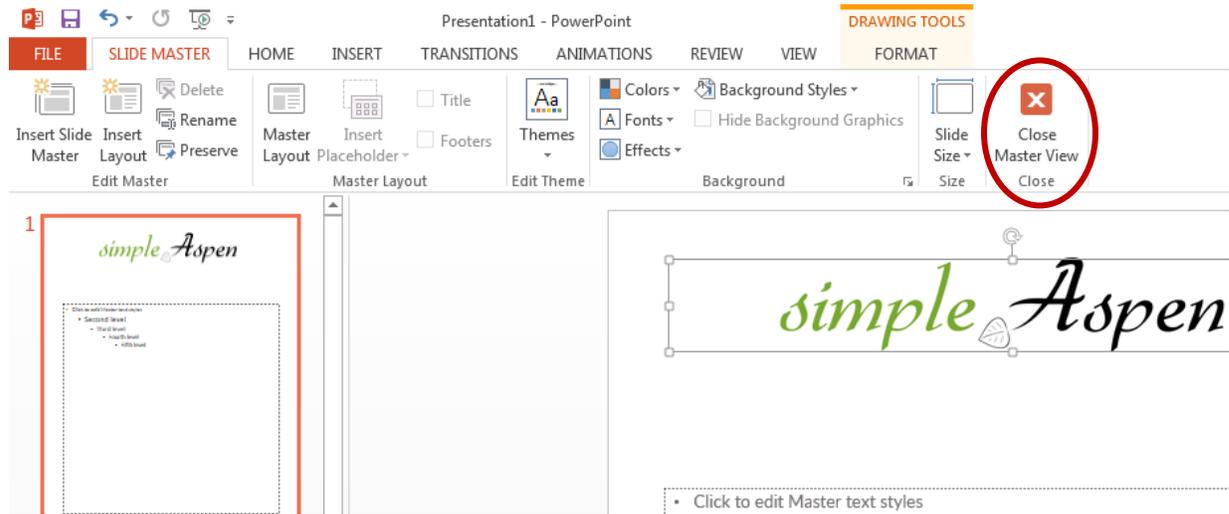
Do not change any of the layouts, just the 1st master slide.



Now you can just click the Title or Contact information text to edit.



Once your title and contact text is edited with your information, click the Close Master View button found under the Slide Master menu.



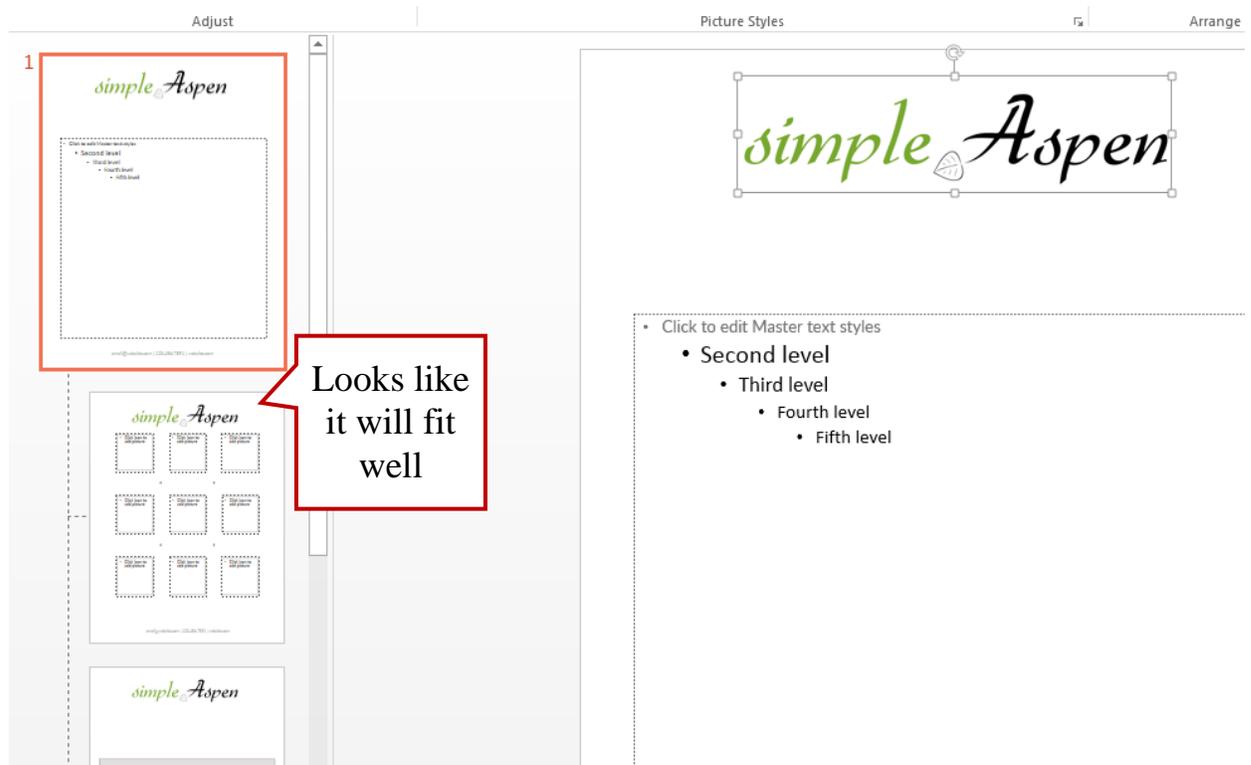
Adding Your Logo

You can also add a business logo instead of the simple text title. This is still in the “Slide Master” mode that we were using in the previous step.

Just go to Insert -> Pictures or drag and drop your logo onto the template.



Now drag it and resize it to be about the same size and place as the “Just Simple” text. This will ensure that it fits well on each of the layouts. You can see a preview of it in the left hand slide preview.



Now you can just delete the box with the original “Just Simple” title text. Close out of Slide Master View as illustrated in the previous section.

Slide Layouts

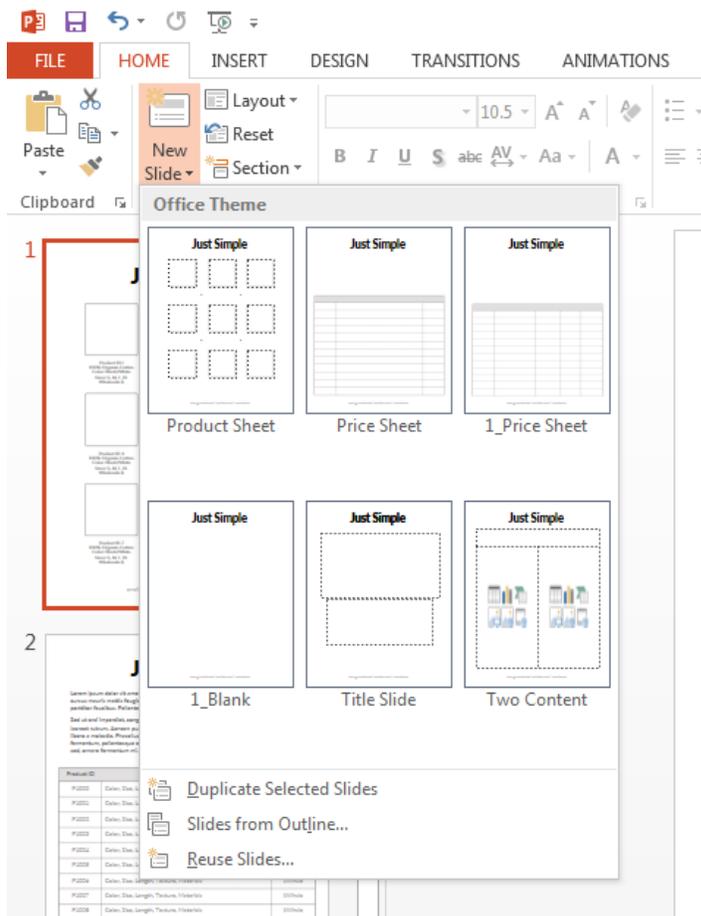
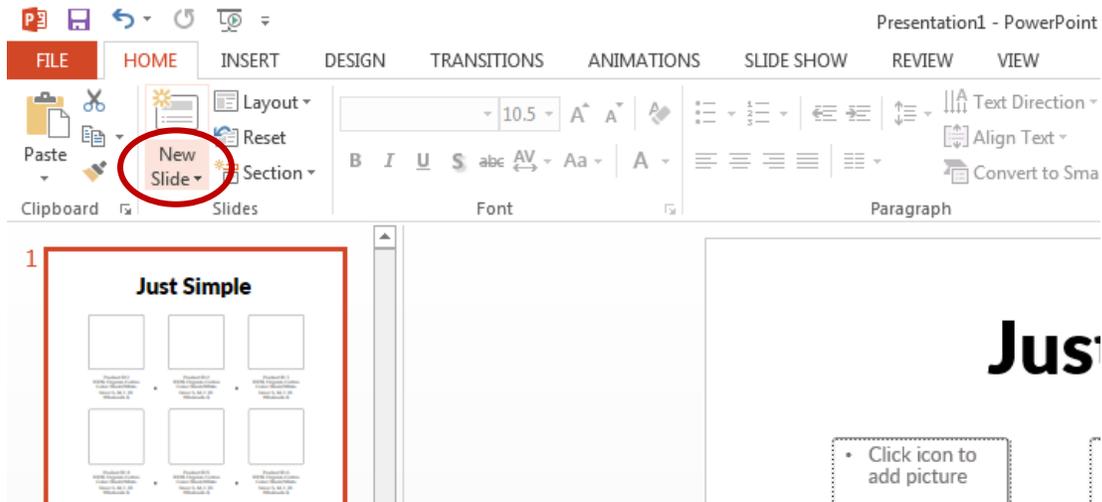
The template comes with multiple layouts. Slides such as the Product Page, Price Form, or Order Sheet are already set out with sample text but you can also add a blank page to add your own text or photos. We already changed the title and contact information so it will be on every new slide.

Duplicate a Slide

To duplicate a slide (such as the Product page), right click on the slide in the left hand menu and choose Duplicate Slide.

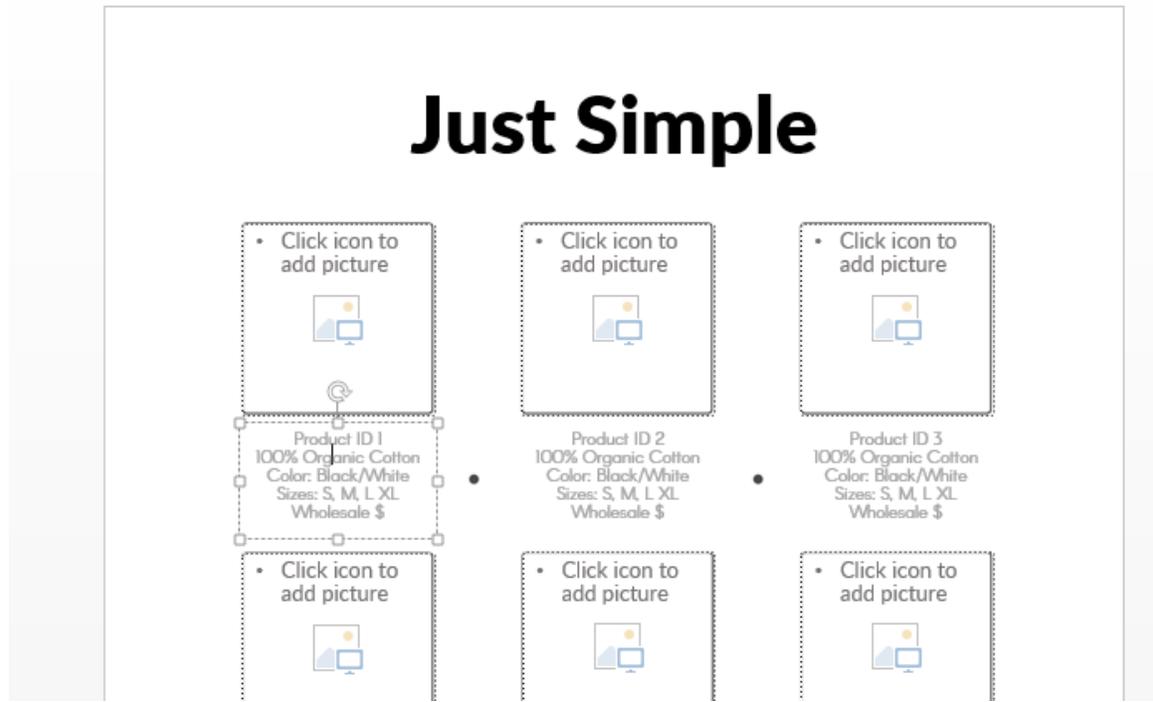
Add a New Slide Layout

To add a new slide layout like a blank slide, go to the Home menu and click on the New Slide button. If you click the bottom of the button with the text and arrow, a dropdown menu of slide options will appear.



Changing Text

To edit the text, just click on the text in the slide and get changing!

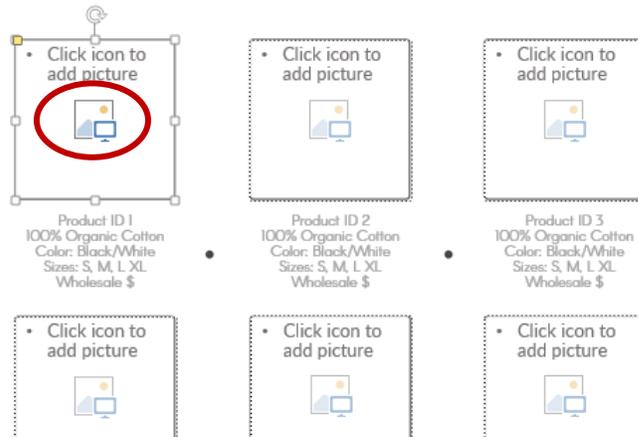


Adding Photos

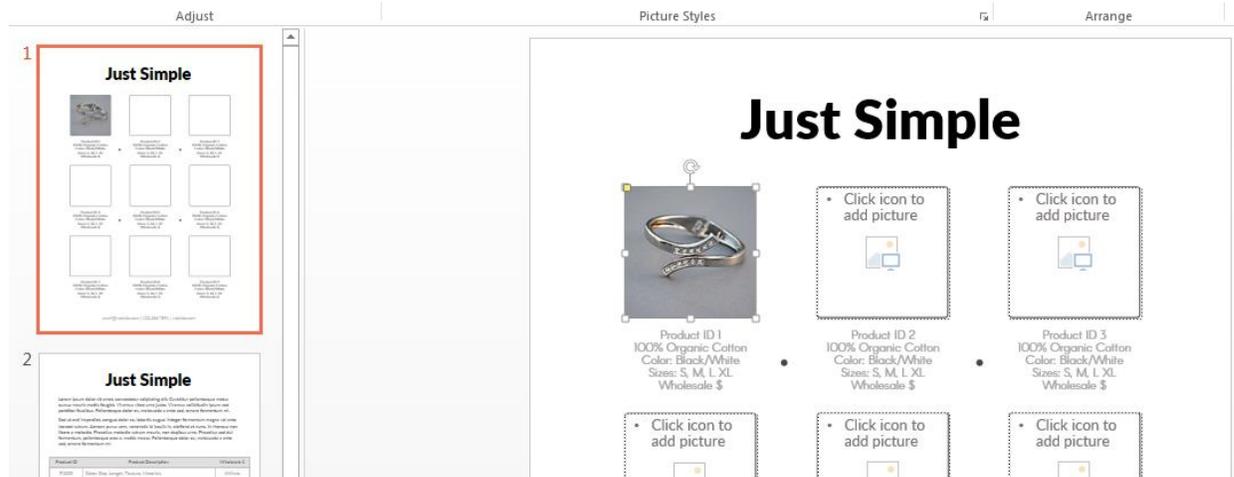
Photo boxes on the product page are positioned just right. But before you add photos, they need to be cropped square. If you add a rectangle photo to the square box, the photo will be cropped square right in the middle. So if you want your photos cropped just right you will need to change them to square BEFORE you add them to the template.

When your photos are all ready to go, click on the icon in the square you want to add the photo.

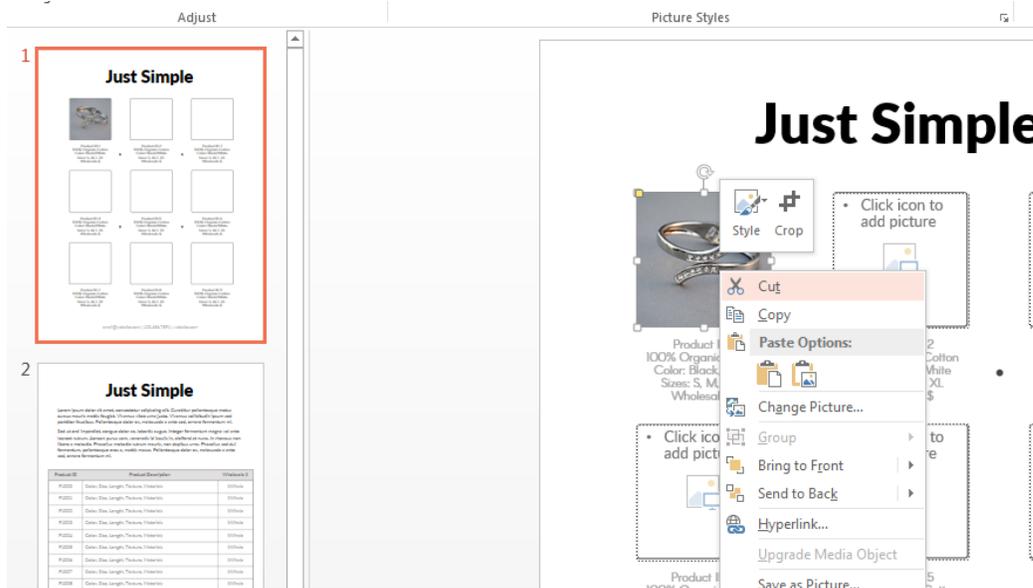
Just Simple



A popup box appears and lets you browse your computer for images.



If you need to change your photo, right click on the photo box and choose Cut. The photo box will be empty again and you can add your new photo.



There is also an option in the dropdown menu that says Change Picture... DO NOT use that option. The new photo will not size right in the photo box. Luckily, the Undo button can fix that.

Removing Photo Squares from Product Page

So what happens if you do not have a full page of products? You can easily remove photo squares to fit the number of products.

Just select the photo square you want to remove and delete. You will also want to delete the text under the photo square.

Printing the Template

The template is created for standard 8.5x11" paper. It should print on a home printer without cutting off any of the design or text. You could also get it professionally printed at any print shop.

Emailing the Template

We get many questions about the best way to transfer the template via email. There are several ways to do this, but we prefer creating a PDF. Then all the pages can be in one file.

Make sure the slides are in the order that you want the PDF pages then Save As and choose PDF. All the pages will be saved in 1 PDF file.

If you have any questions about the instructions or anything else, please contact us at simpleaspen@gmail.com. We welcome questions and want you to be completely satisfied with your template.

© 2016 Simple Aspen LLC