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About Configuring of new PowerPoint format.

Public Relations Division

Agenda

1. PowerPoint format file contents
2. About warning messages in footer area.
3. How to set up a footer.
4. How to make a cover graphic.
5. How to place the SDGs mark on the cover.
6. How to set the total number of pages.

1

PowerPoint format file contents

PowerPoint format file contents

Thank you for downloading the new PowerPoint format.

The downloaded file contains the following data:

- **New PowerPoint format → 4Classification**
- **About Configuring of new PowerPoint format.pdf (this document)**
- **Major changes on new PowerPoint template.pdf**
- **SDGs mark set**

2

About warning messages in footer area.

About warning messages in footer area.

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To make it easier to keep logo isolation,
warning messages appear in footer area.



They are visible only when you edit them.
During exporting data, printing,
and showing Slideshow,
Please be assured that they disappear.



3

How to set up the footer.

How to set up the footer.

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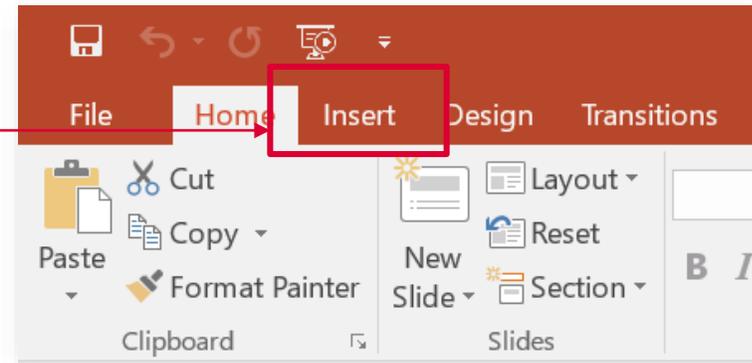
How to set up the footer.



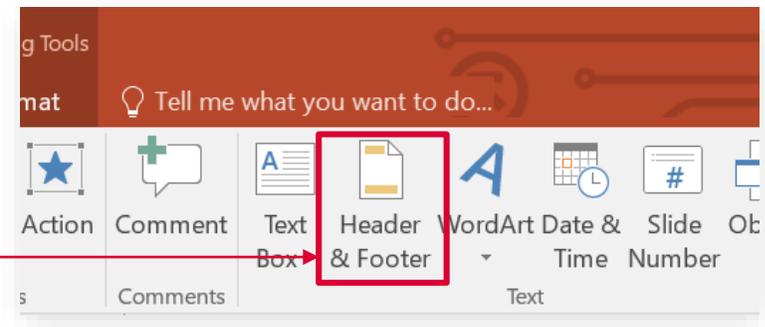
Title / Month XX, 2020 (Please enter it from the "Insert" → "Header and Footer")

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1. Select 'Insert' from the menu.



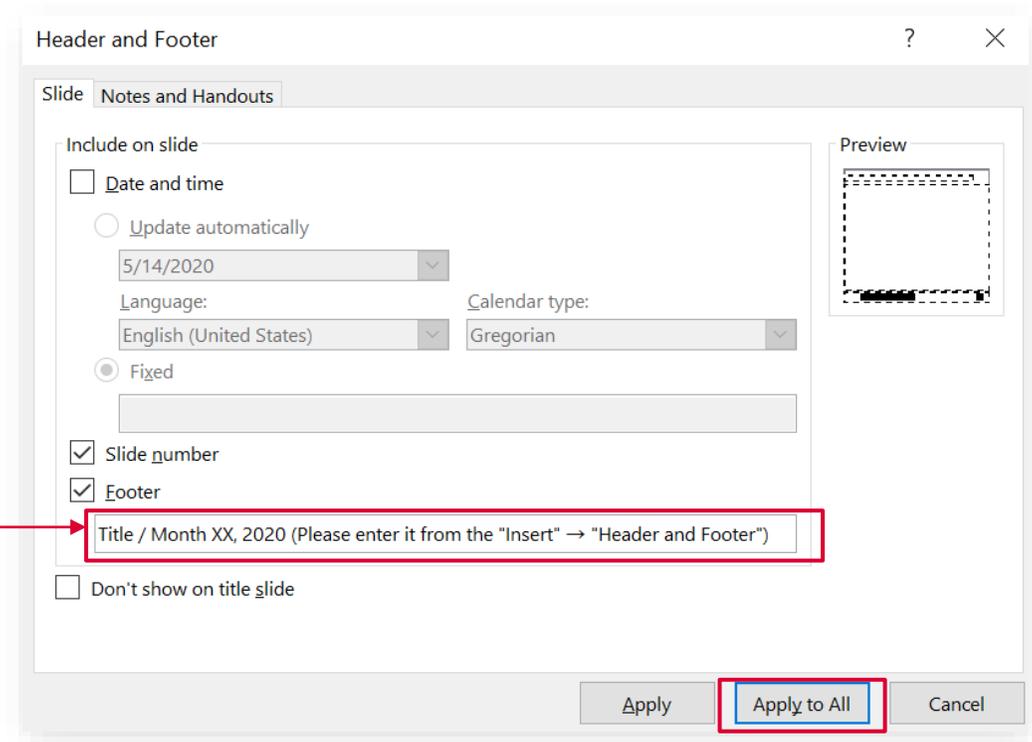
2. Click 'Header and footer'.



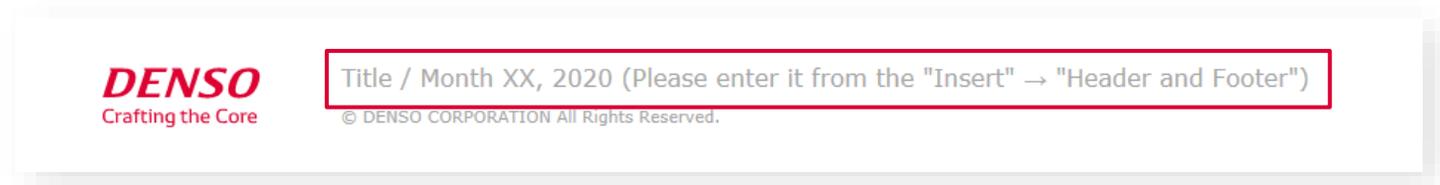
How to set up a footer.

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- 3. Enter the 'footer' and click 'Apply to All'.
*Please do not remove ✓ from this check box.



- 4. If it is reflected in the footer, the setting is completed.



4

How to make a cover graphic.

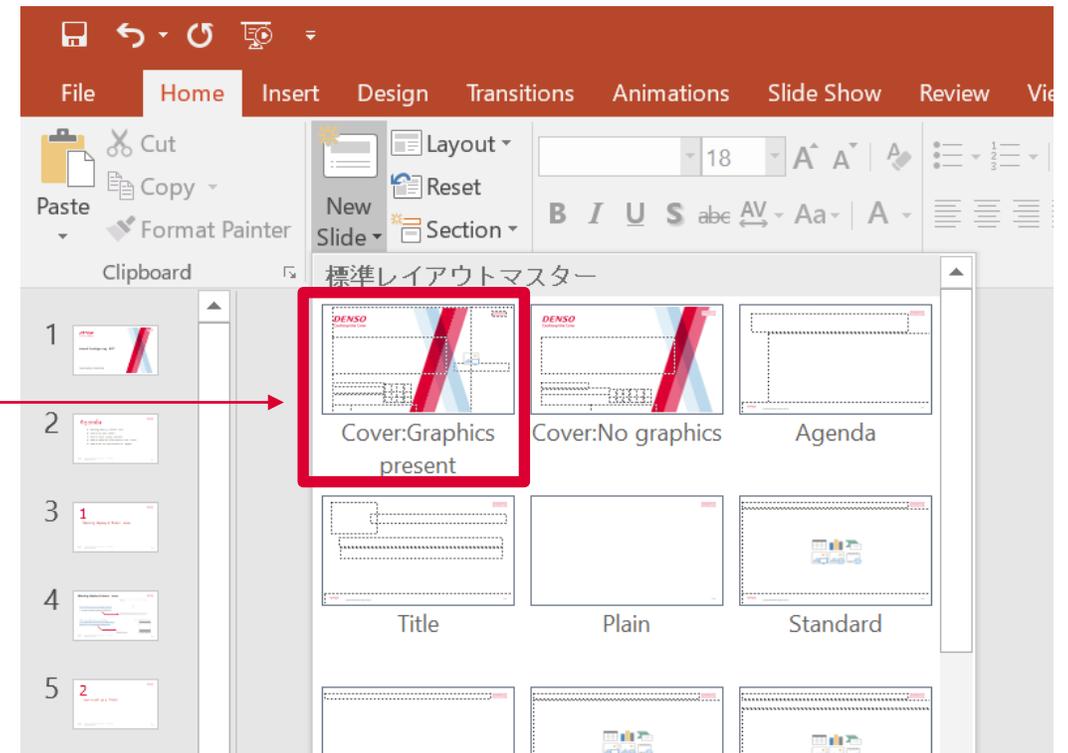
How to insert an image in a slide template 'Cover:Graphics present `.

How to make a cover graphic.

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You can replace the cover graphic by yourself. (16: 9 only)
Please utilize this function as needed.

1. Open 16: 9 template.
2. Click 'New Slide' and select 'Cover:Graphics present'.



How to make a cover graphic.

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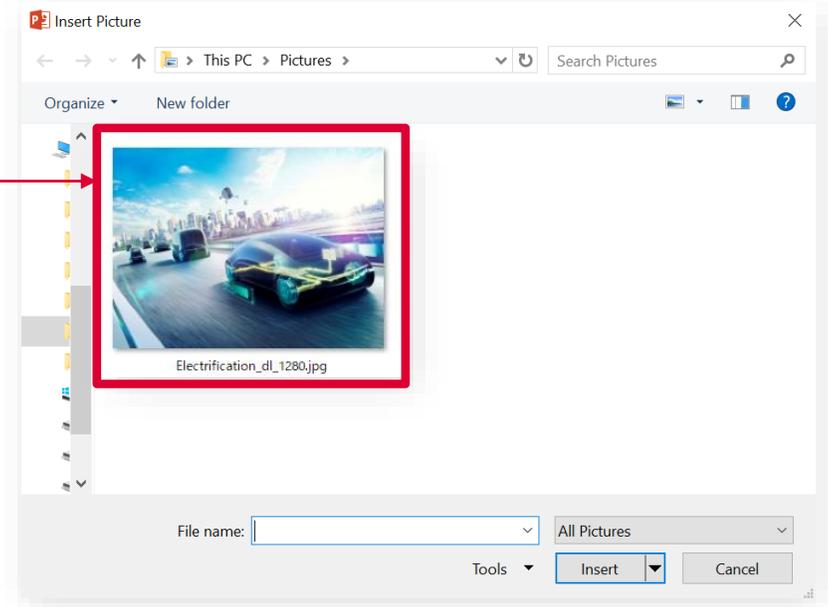
3. Click the icon on the right.



4. Select the graphic you want as the cover page.

*However, Use an image that has
no copyright problems.

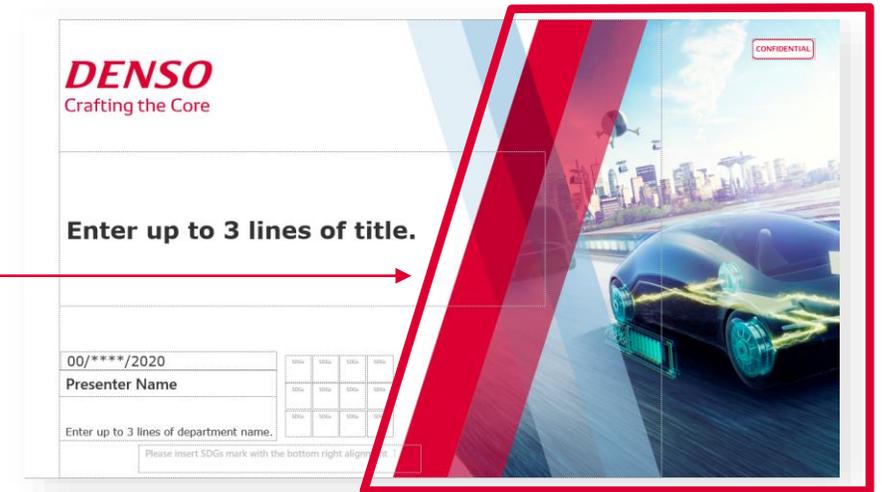
We recommend using images
downloaded from GML.



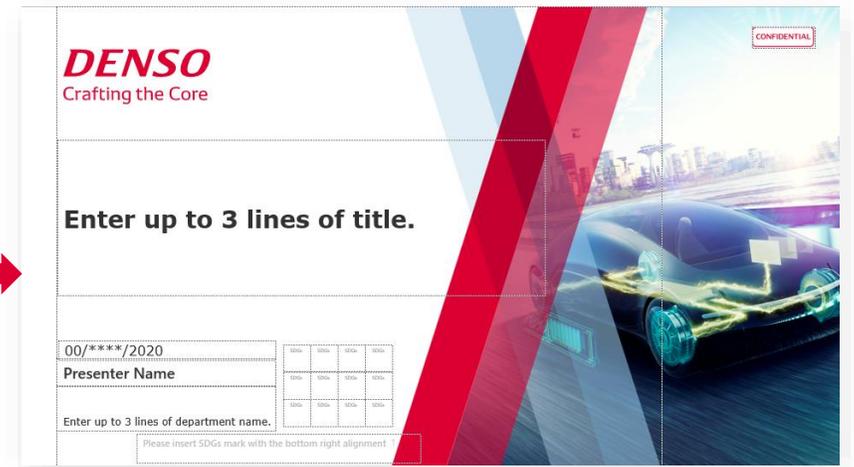
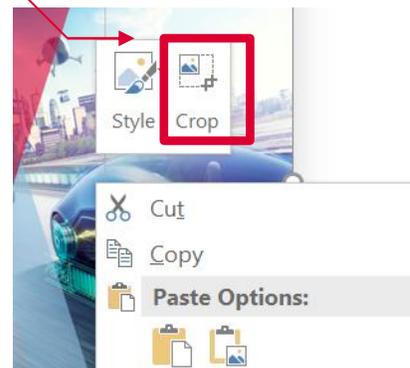
How to make a cover graphic.

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5. The selected graphic is placed behind the D-cross.



6. If you want to adjust the layout of the graphic, right-click the image → select 'Crop' and adjust it.



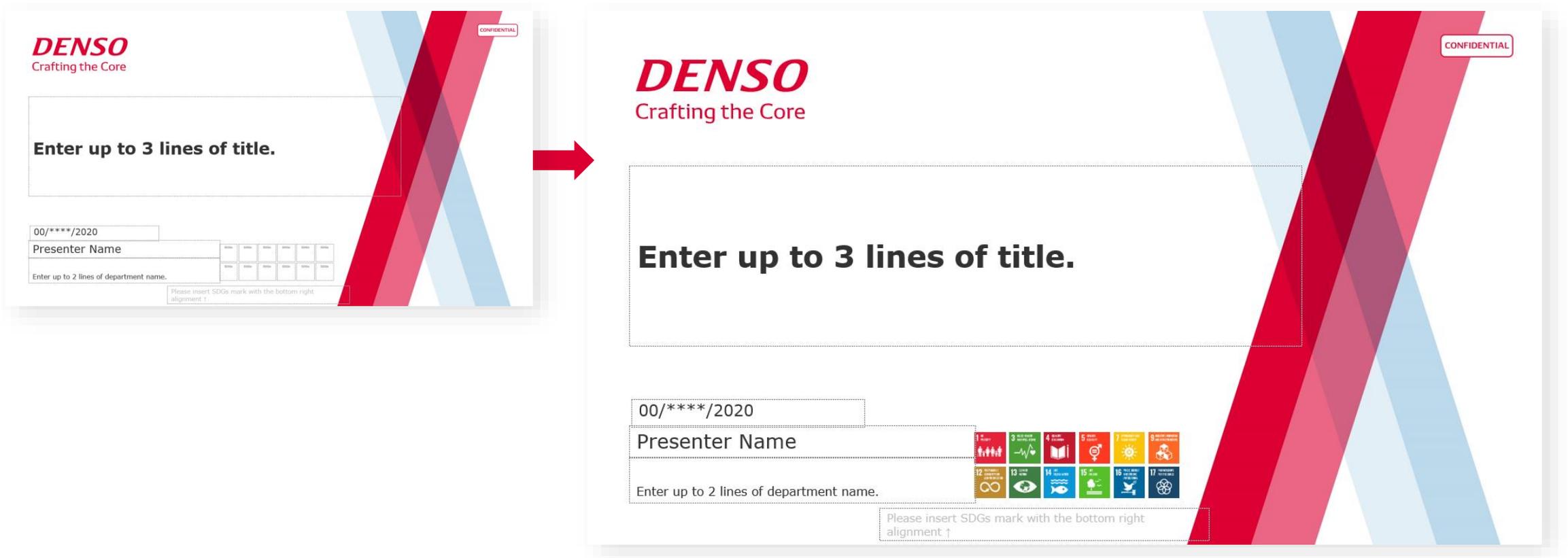
5

How to place the SDGs mark on the cover.

How to place the SDGs mark on the cover.

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If you need the SDGs mark on the cover page, you can simply click on the icon to add the mark neatly.



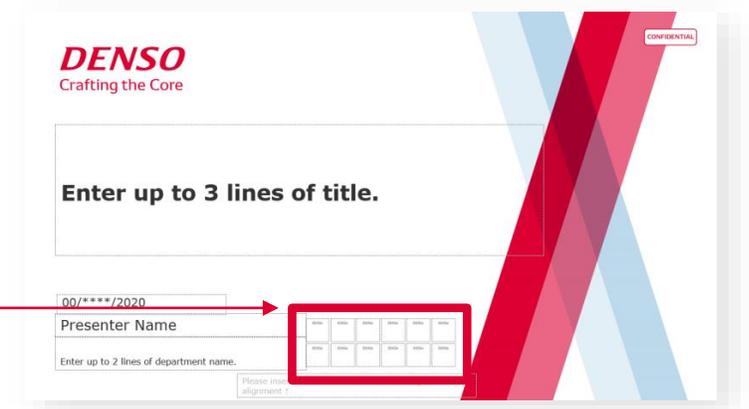
How to place the SDGs mark on the cover.

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1. Download the SDGs Images folder from the PPT Templates folder in the Global Media Library.

2. Click  and select any SDGs mark.

3. By repeating 2, you can place the SDGs mark neatly. Count the number in advance and align it to the bottom right. It can be arranged neatly and beautifully.

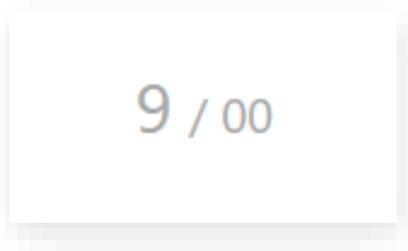


6

How to set the total number of pages.

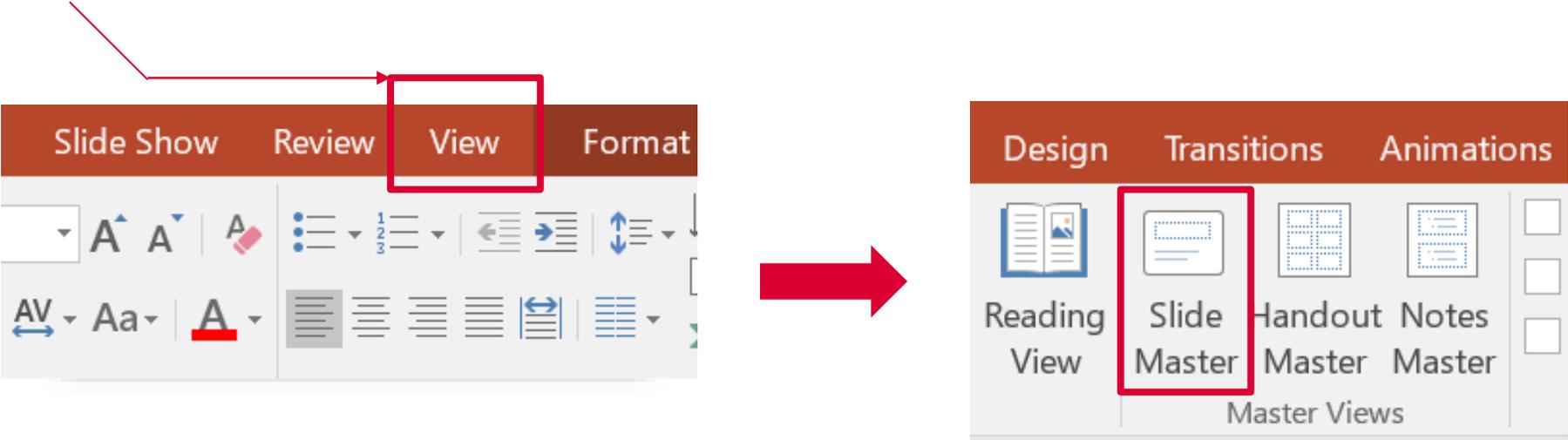
How to set the total number of pages.

How to set the total number of pages in the lower right corner of the page. The default is 00, but you can change it by yourself.



*PowerPoint does not automatically count the total number of pages.

1. Select 'View' from the menu and click 'Slide master'.

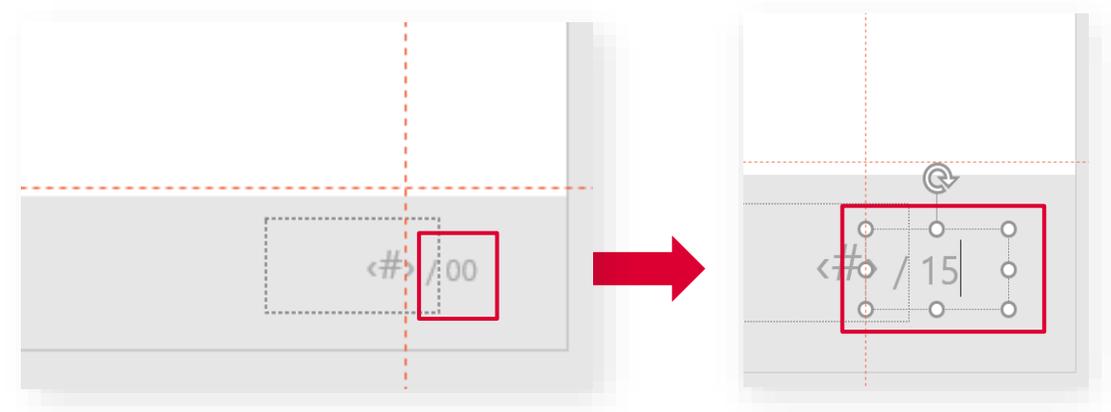


How to set the total number of pages.

2. Select the top slide master in the left column to display the slide master.



3. Enter the desired number of pages in the '00' box at the bottom right of the page.



*If you are using a dark mode layout, you also need to repeat step 3 on the dark mode slide master.

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Crafting the Core