PowerPoint Toolbar user instruction (toolbar version 1.4.0)
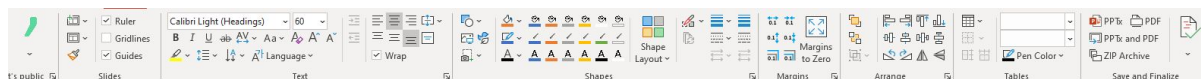
September 2020

Feedback most welcome, please let us know via this link:
https://itspublic.typeform.com/to/T12Upd

Installation process

1. Download the installation file from this link and save them to a folder on your computer:
   ○ https://drive.google.com/open?id=1YZZWZpf0PuiCYk-QK5zogur-J2_Q2c_g
2. If you have and old version of the toolbar installed please de-install via the programmes menu and reboot your computer
3. Run the setup file, the toolbar will install itself
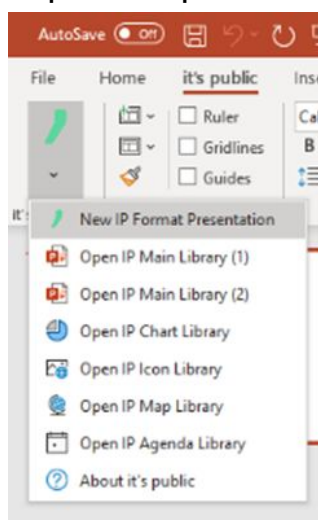4. Open PowerPoint, the toolbar should appear automatically, below a picture of how it should look

5. Have fun, and if you have any errors or ideas please share them. You can always reach us via the feedback button (a sub of the first menu button)

Functionalities

Most functionalities are self-explanatory, any heavy user will understand them and see it's value. Most buttons are fairly simple and will save you a few seconds, but since you use them 100 times a week it's still worth it. Two elements require some attention.
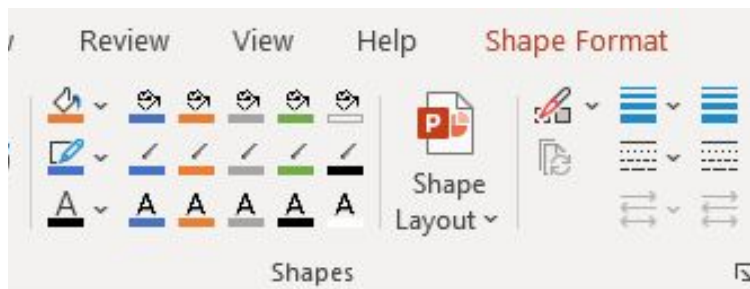
it's public template library

These are shortcuts to the libraries we use to make our presentations. The libraries have to be downloaded and linked once. All libraries can be found on our website www.itspublic.nl/materialen.

When you click a shortcut for the first time the menu to select the files will open automatically. It also allows you to select which library is used as default.

Default colours

The default colours are automatically pulled from your master template so will adjust based on which master you are working in. If you want the fix the colours (make them independent on slide master) click on the little arrow in the bottom right. Now you can select to make the colours fixed and choose your own colours.