Digital Portfolios

Text Considerations
"How To"

Choose Theme (Background)

1. Open Presentations
2. Click Master Gallery Icon
3. Select Background
4. Click OK

"Hyperlinks" or "Quicklinks"

1. Tools
2. Macro
3. Play
4. Textbttn.wcm
5. (Text Button Macro box appears)
6. Type in longest text
7. Click OK

Duplicating "Hyperlinks/Quicklinks"

1. Click once on button to highlight it
2. Control C to copy
3. Control V to paste
4. Click and drag button to desired location
5. Double click button to edit text

Align Buttons

1. Hold down control key and click on all buttons you want to line up
2. With all the buttons selected click on "Graphics" *OR* the "alignment button" to align
3. Choose "Align Objects" and/or click according to where you want to locate your buttons – left, right, top bottom, center, etc.

Spacing Buttons

1. Hold down control key and click on all buttons you want to space evenly (top to bottom or left to right)
2. With all the buttons selected click on "Graphics" or "spacing button"
3. Choose "Space Evenly" and/or "spacing button" to click on Left/Right for top or bottom *OR* Top/Bottom for left or right alignments

Saving Your Work

1. File
2. Save As
3. Type in a name
   a. Remember this name
   b. Don't confuse yourself by creating several different files
   c. You may forget which one is the most recent product
4. Click Save

To Change Template Size

1. Highlight template
2. Take a hold of the edge of the template and move it to the size you wish
3. Grabbing a template on the side will increase/decrease it horizontally
4. Grabbing a template on the top or bottom will increase/decrease it vertically

5.	Grabbing a template on one of the corners allows you to increase/decrease it both horizontally and vertically at the same time