

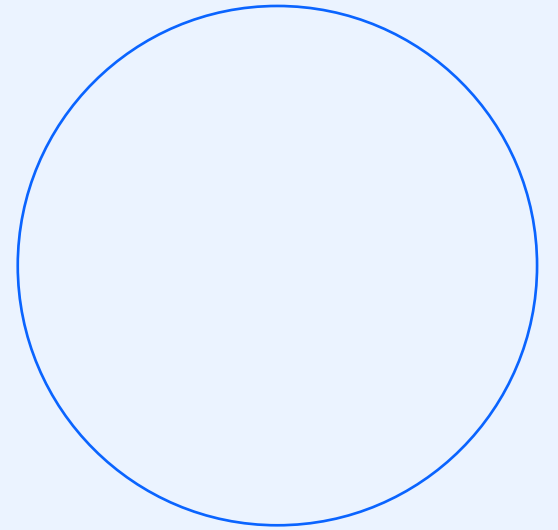


How to use the BI PowerPoint template

Quick tips for building presentations

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Getting started

Layouts and reusing old slides

01

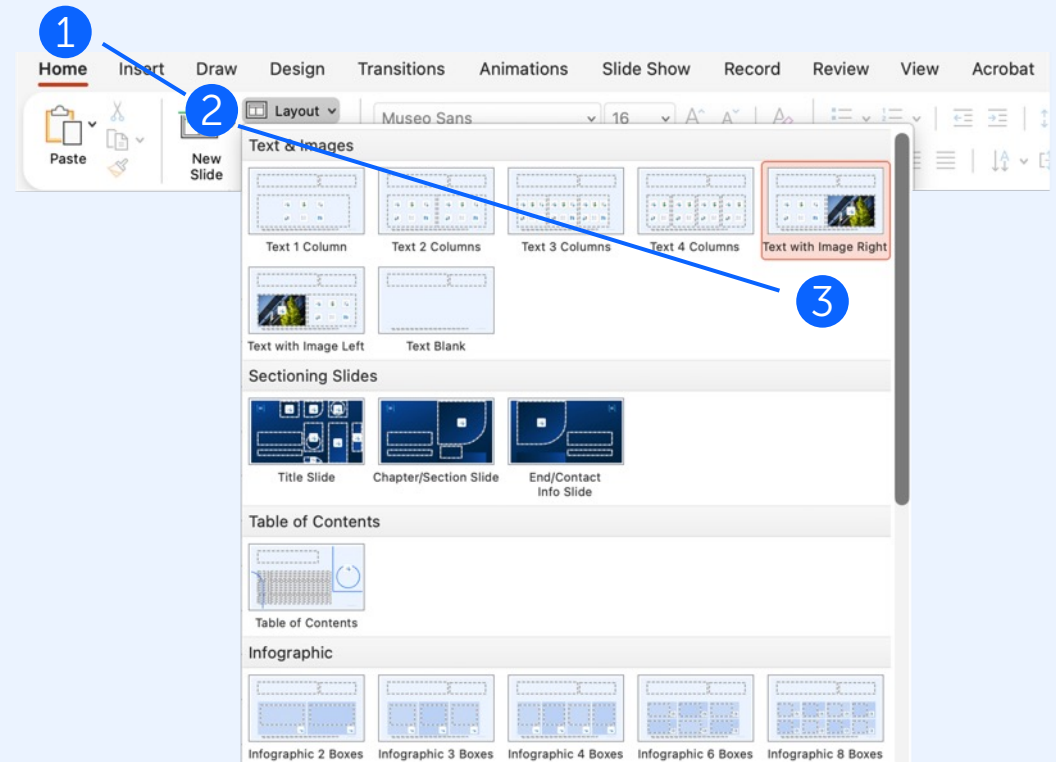
Getting started

Layouts come with the right fonts, colours and image frames, so you never have to format a slide by hand.

1. Go to the **Home** tab.
2. Select **Layout**.
3. Click the layout that fits your content.

Layouts are grouped: Text & Images, Infographic, Quote, Images, Video and more.

Some layouts come with a **BI photo** in place. Keep it, replace it with your own, or pick a layout without an image.



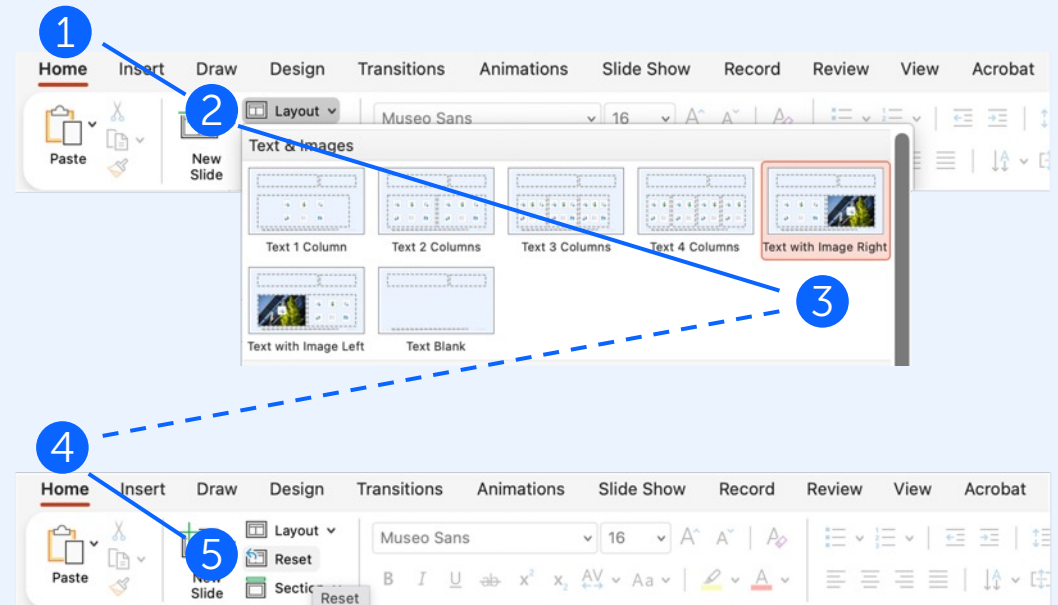
How to update old slides and presentations with the new template

Pasted slides keep their old look until you give them a template layout.

First, create a new presentation from the BI template. Copy the old slides and paste them into it.

Then, for each pasted slide:

1. Go to the **Home** tab.
2. Select **Layout**.
3. Pick the layout that matches the content.
4. Go back to the **Home** tab.
5. Select **Reset** so the slide takes the template formatting.





Working with text

Bullets, line breaks and placeholder text

02

Bullets and soft breaks

Text starts as plain paragraphs. The keyboard sets the bullet level, so you never need the bullet menu.

1. Mark text and press **Tab** to turn the line into a bullet.
2. Press **Shift+Enter** for a new line inside the same bullet or paragraph.
3. Press **Enter** to create a second bullet
4. Mark text and press **Shift+Tab** to remove bullet

Line of text.

- Line of text with "tab"
Line with "Shift+Enter"
- Line with normal "Enter"

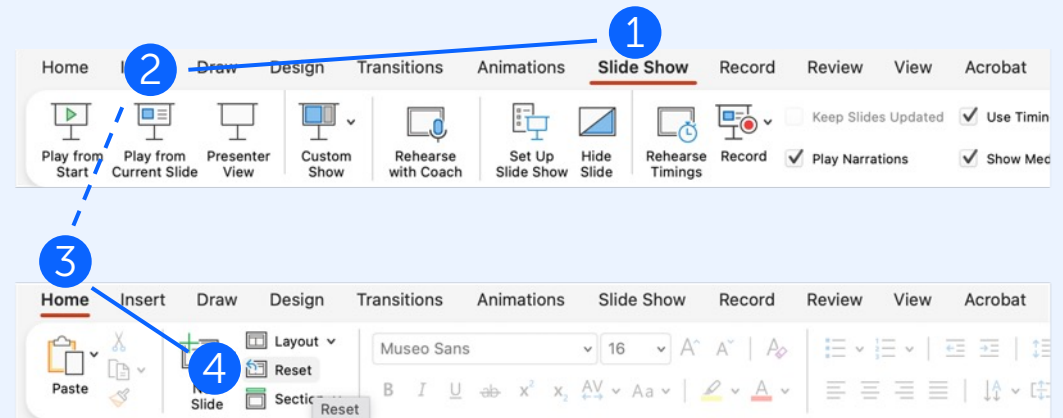
Line with "Shift+Tab"

Empty placeholders stay invisible when you present

Prompts like “Click to add text” only show while you edit, never on screen in front of an audience.

1. To check, go to the **Slide Show** tab.
2. Select **From Current Slide** (Mac: **Play from Current Slide**). Unused placeholders don't appear.
3. Deleted one by mistake? Go to the **Home** tab.
4. Select **Reset** to bring it back.

Fill the placeholders you need and leave the rest. There is no need to delete them.



Tools for resizing text and keeping a consistent look across slides

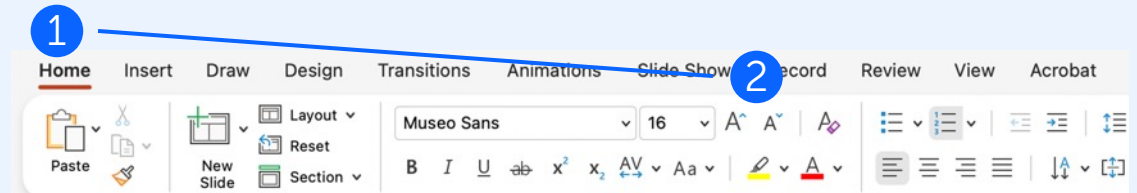
The same size for the same kind of text on every slide makes the deck look professional.

1. Select the text, then go to the **Home** tab.
2. Select the large **A** to make text bigger, or the small **A** to make it smaller. Each click moves one step.

Shortcut font size: **Ctrl+Shift+>** and **Ctrl+Shift+<**
On Mac, use **Cmd** instead of **Ctrl**.

Use the same size for titles, and for body text, across the deck, or at least on the same slide.

Use **Shift+Enter** for line breaks.





Icons and charts

Visuals in BI style

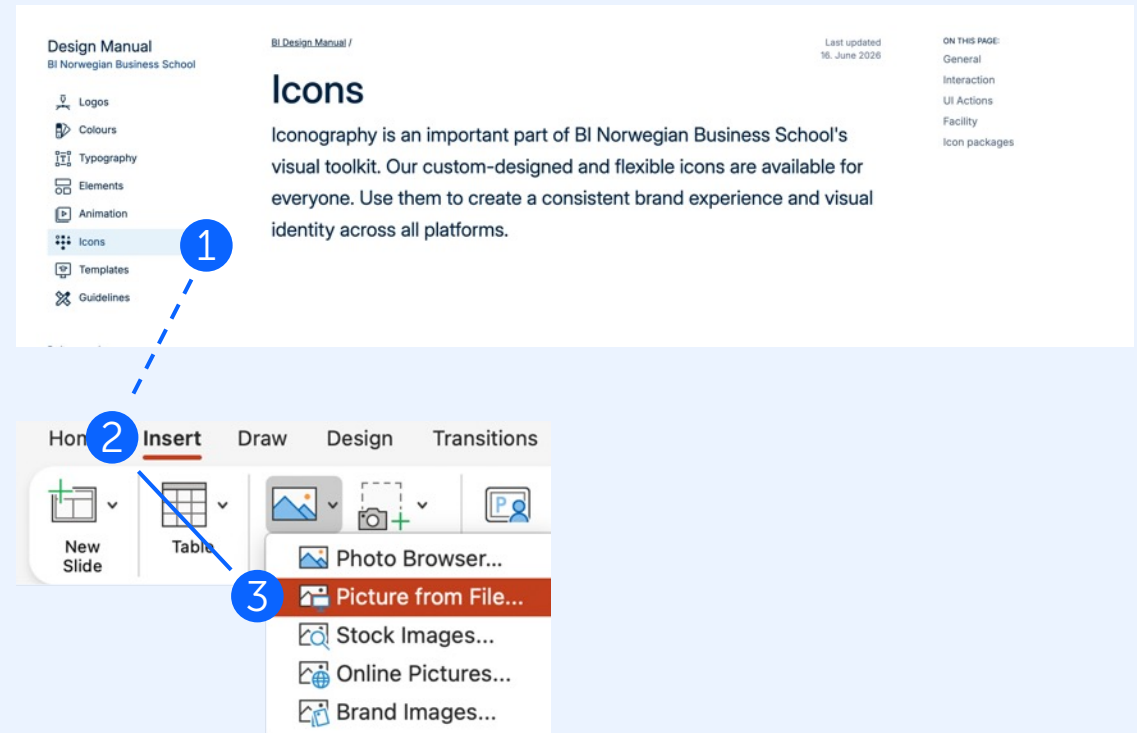
03

Need a BI Icon for your presentation?

The BI icon library matches the template's style and colours.

1. Go to design.bi.no/icons, find the icon you need and download it as .png.
2. In PowerPoint, go to the **Insert** tab.
3. Select **Pictures** and then **Picture from File**.

You can also drag the file straight onto the slide.

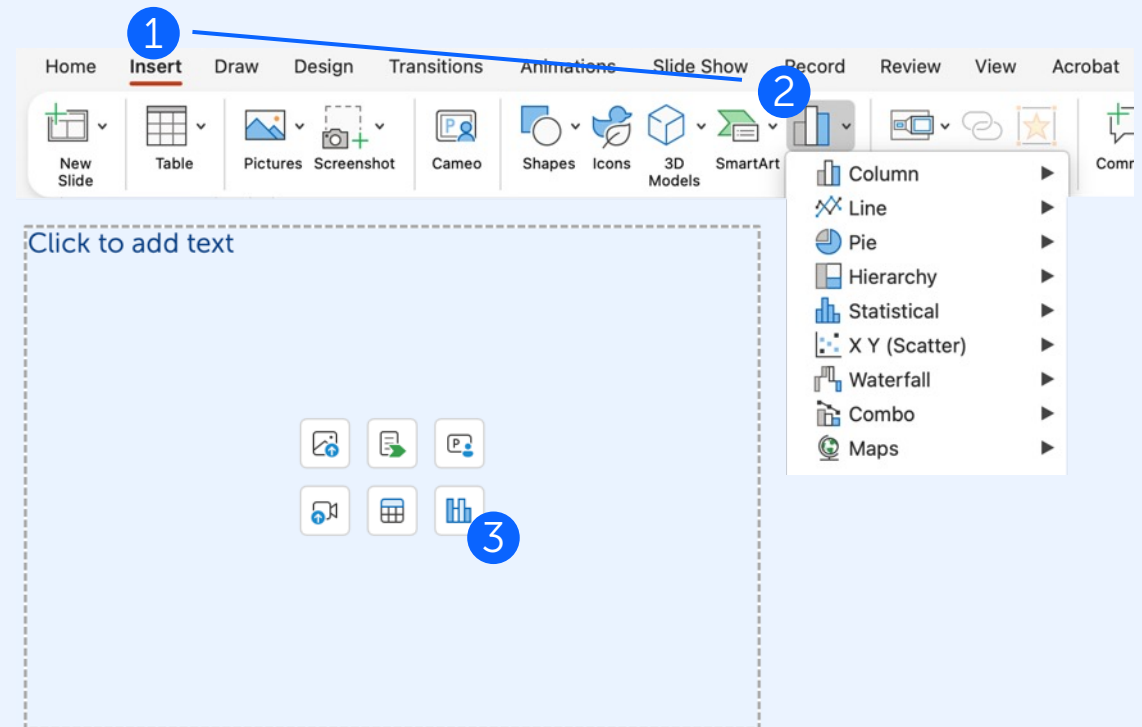


Charts come out in BI colours automatically

The BI palette is built into the template, so new charts need no recolouring.

1. Go to the **Insert** tab.
2. Select **Chart** and choose a chart type.
3. Or select the **chart icon** inside a content placeholder.

Enter your data in the sheet that opens. The chart uses BI colours from the start.





Working with images

Crop and compress pictures

04

Crop pictures to fit and frame the subject

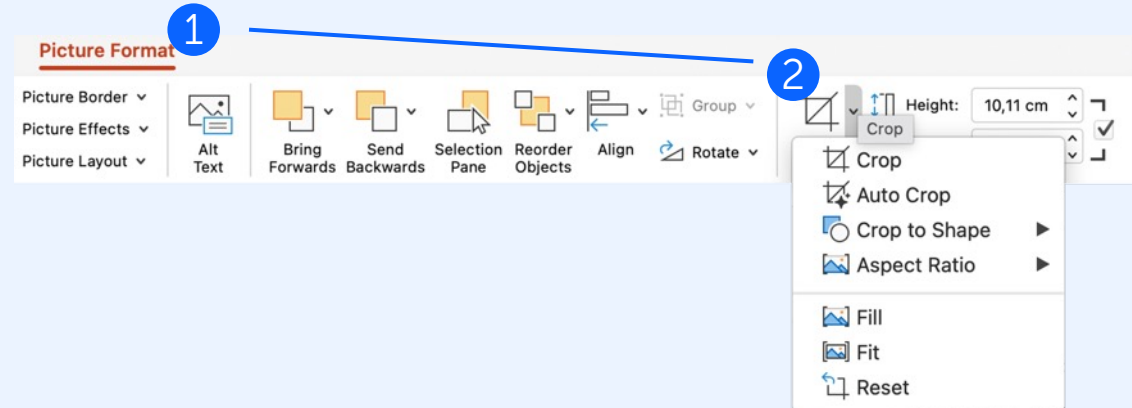
Cropping cuts away what you don't need, so the picture fits its space and the subject stands out.

1. Select a picture and go to the **Picture Format** tab.
2. Select **Crop**. To fill a frame exactly, select the arrow under Crop and choose **Fill**.

Drag the black crop handles inwards to cut away the edges.

Drag the picture inside the frame to choose which part shows, for example to centre a face.

Click outside the picture to finish.

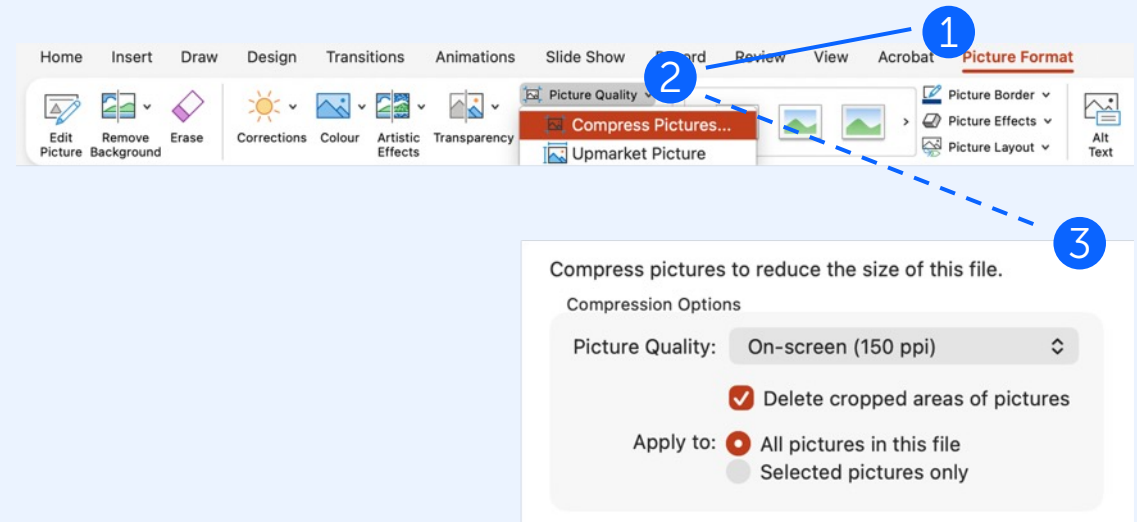


Compress pictures to keep the file size low

Large photos make a file slow to open and hard to email. Compressing shrinks them with no visible loss on screen.

1. Select any picture and go to the **Picture Format** tab.
2. Select **Compress Pictures**.
3. In the window, work from the top:
Choose **On-screen (150 ppi)**.
Tick **Delete cropped areas of pictures**.
Choose **All pictures in this file** and select **OK**.

Crop your pictures first, as deleted cropped areas can't be brought back.





Arranging objects

Align, group and select objects

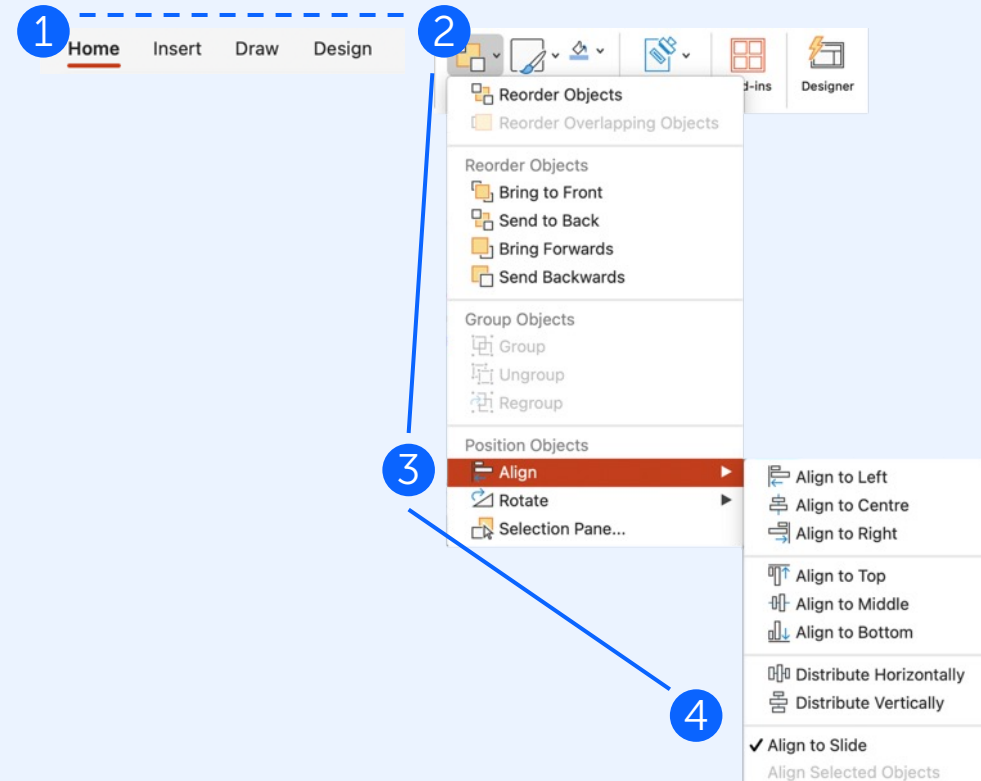
05

Align objects exactly, so you never place them by eye

Objects dragged into place end up slightly off. Align snaps them to the same edge, centre or spacing.

First, hold **Shift** and click each object you want to line up.

1. Go to the **Home** tab.
2. Select **Arrange**.
3. Select **Align** and pick an edge or centre, such as **Align Left** or **Align Middle**.
4. Select **Distribute** to space three or more objects evenly, or tick **Align to Slide** to place an object on the slide itself.



Group objects to move, align and scale them as one

A group keeps its parts in place relative to each other, so a diagram never comes apart when you move it.

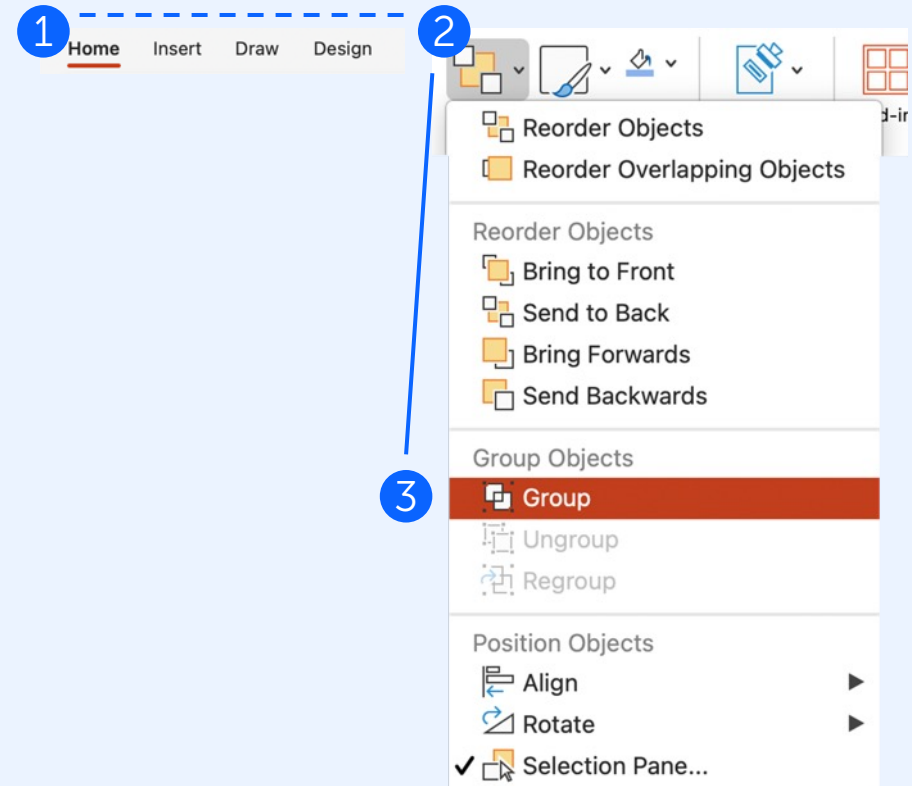
First, hold **Shift** and click each object you want in the group.

1. Go to the **Home** tab.
2. Select **Arrange**.
3. Select **Group**.

Shortcut: **Ctrl+G** (Mac: **Cmd+Option+G**).

Move, align or resize the group as if it were one object.
To edit one part, click the group and then click the part.

To split the group, select **Ungroup** or press **Ctrl+Shift+G** (Mac: **Cmd+Shift+Option+G**).

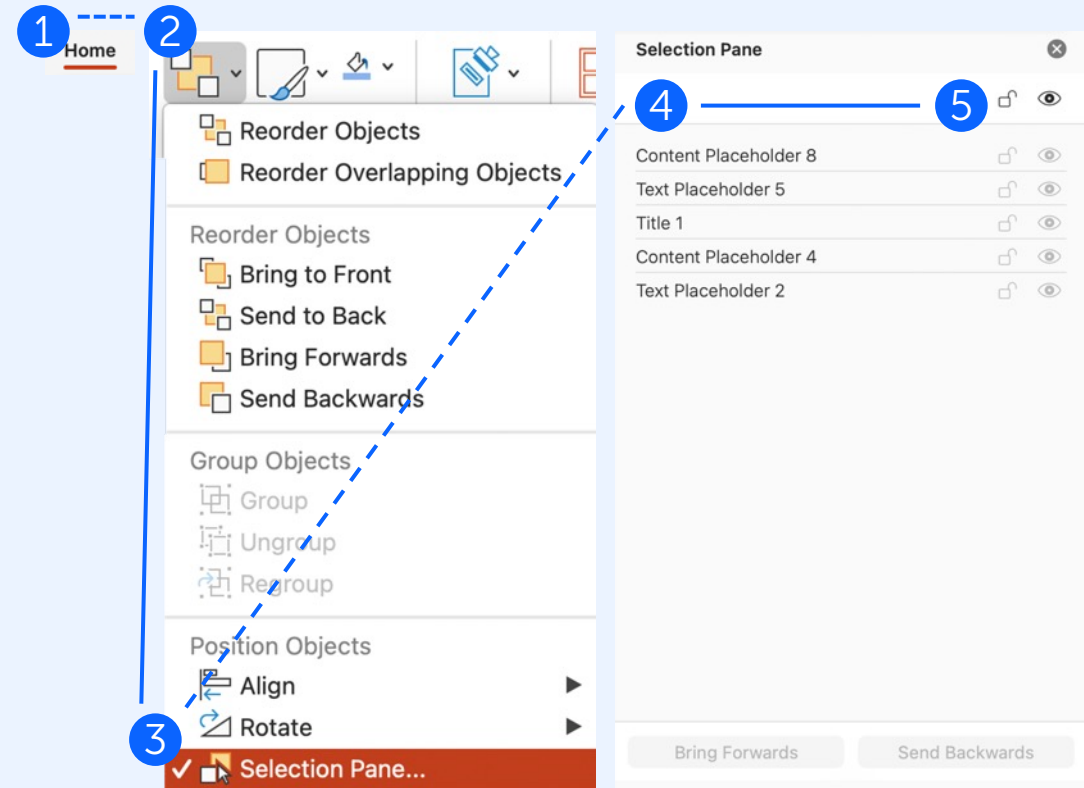


The Selection Pane lists every object on the slide as a layer

Use it to grab objects hidden behind others, change which one sits in front, and hide or lock layers.

1. Go to the **Home** tab.
2. Select **Arrange**.
3. Select **Selection Pane**.
4. Click a name in the list to select that object, even when it sits behind another.
5. Select the **eye** icon to hide an object, or the **lock** icon so it can't be moved by accident.

Drag names up or down to change the order. The top of the list is in front.



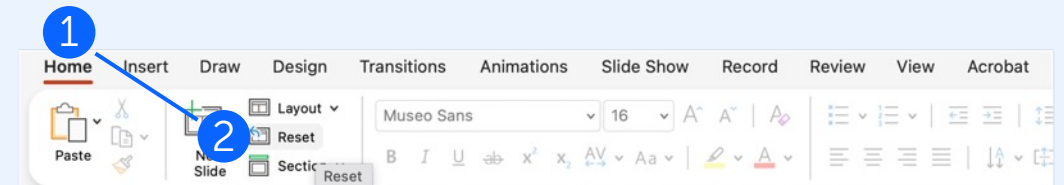
Reset puts a slide back to its default layout

Your text and images stay. Only position, size and formatting go back to the template.

First, select the slide that looks off.

1. Go to the **Home** tab.
2. Select **Reset**.

Placeholders snap back to their default position, size and formatting.





Infographic boxes

Tips and tricks

06

Infographic boxes

Tips for getting the most out of the infographic box slides. They come in 2, 3, 4, 6 and 8 box versions.

Place body text inside the box. You don't need to resize or change the text.

Need a heading?

Type the heading, make it bold and press **Shift+Enter** twice after it. Change the size if needed, but keep sizes consistent.

100%

To show a key number, make it bigger with the A buttons next to the font size.

Need an icon?

An icon can help explain or emphasise your point. Download one from design.bi.no/icons and place it in the picture box in the lower right.



Quick reference

Pick a layout

Home > Layout

Reuse old slides

Paste into a template deck, then Home > Layout, then Reset

Add or remove bullets

Tab adds a bullet, Shift+Tab removes it

New line, same bullet

Shift+Enter

Change text size

Home > A buttons, or Ctrl+Shift+> / < (Mac: Cmd)

Placeholder text

Unused placeholders don't show in Slide Show

Icons

Download .png files from design.bi.no/icons

Charts

Insert > Chart. BI colours are built in

Crop pictures

Picture Format > Crop

Shrink file size

Picture Format > Compress Pictures

Line objects up

Home > Arrange > Align

Group objects

Ctrl+G (Mac: Cmd+Option+G). Add Shift to ungroup

Find, hide or lock layers

Home > Arrange > Selection Pane

Slide looks off

Home > Reset