

PPT  productivity

PPT Productivity.
Deliver polished
presentations, faster!

[Feature overview](#)



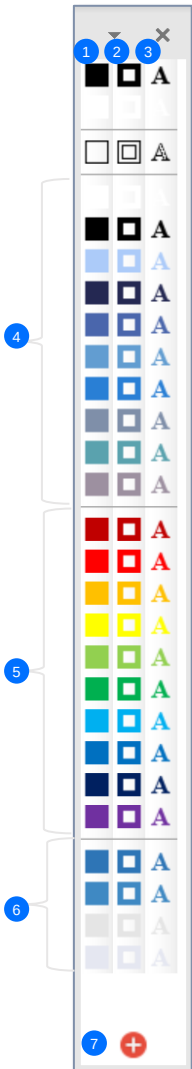
Toolbars at a glance – Format Toolbar



Format Toolbar

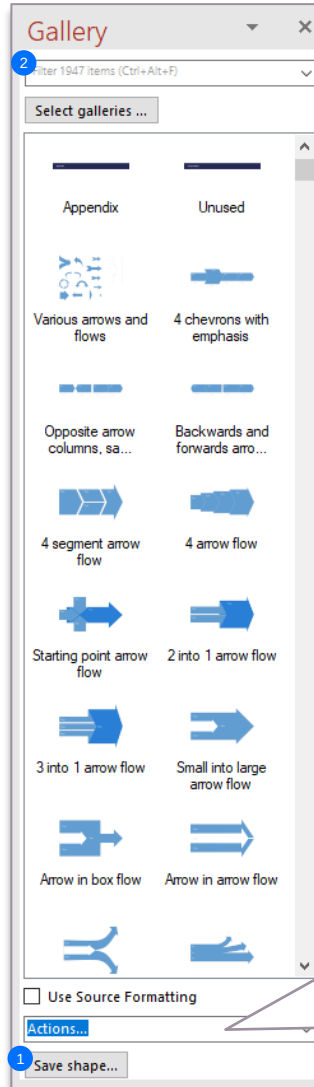
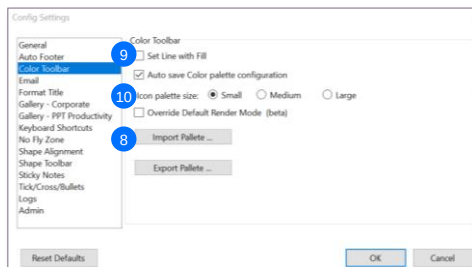
- 1 **Select** shape by same color, size or by multiple attributes
- 2 **Insert** pentagons, chevrons, right arrow, callout, Harvey balls, sticky notes, stamps and hand drawn circles
- 3 **Draw** text boxes, rectangles, rounded rectangles, circles/ovals, triangle, callouts, horizontal arrow, vertical arrow, star, connector, connector with arrowhead, elbow connector, elbow connector with arrowhead, open and closed brace
- 4 **Align** left, center, right, top, middle and bottom
- 5 Remove **gaps**, distribute objects evenly, set custom gaps
- 6 **Nudge** objects closer or further apart from left, center, right, top, middle or bottom anchor
- 7 Swap shape **position**, swap horizontally, swap vertically. Copy and Paste shape position
- 8 **Resize** to same height, width, or height and width. Scale larger or smaller by 10% or by a custom amount
- 9 **Arrange** shapes by moving to the back or bringing to the front. Send backwards or forwards by one level. Group, ungroup and regroup shapes
- 10 Flip shapes horizontally or vertically. **Rotate** Shapes clockwise or anticlockwise
- 11 Increase and decrease **border**/ line weight. Toggle through line/ border styles
- 12 Toggle through preset margins to fit text. Change margins for selected shape(s). Set Chevrons to the same angle. Set greyscale. Send slide(s) to the appendix
- 13 Customize your Format toolbar **settings** preferences

Toolbars at a glance – Color Palette and Shapes Gallery



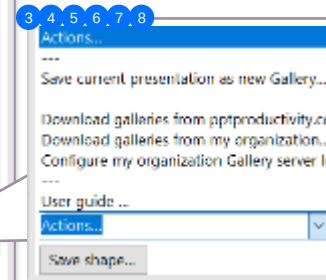
Color Palette

- 1 One click fill color change
- 2 One click line color change
- 3 One click text color change
- 4 Detection/ Display template's theme colors
- 5 Display PowerPoint Standard colors
- 6 Display custom colors
- 7 Plus button to add custom colors via RGB or eyedropper function
- 8 Export and import color palettes to share with colleagues
- 9 Setting to change line color to match when fill color selected
- 10 Setting to change toolbar size



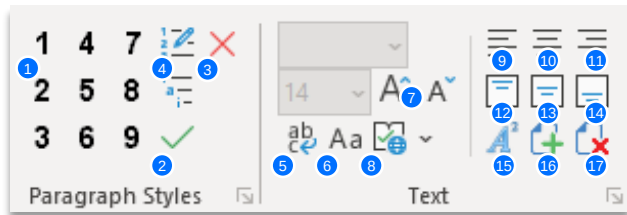
Slide Library

- 1 Save and reuse shapes and slides
- 2 Search for Shapes and Slides
- 3 Personal and centrally controlled Corporate Gallery
- 4 Multiple Corporate Galleries
- 5 Sync with Central Corporate gallery to ensure all users have the same Gallery shapes
- 6 Save whole presentations as a new gallery
- 7 Share galleries with colleagues
- 8 Download thousands of pre-formatted shapes and slides from *pptproductivity.com*



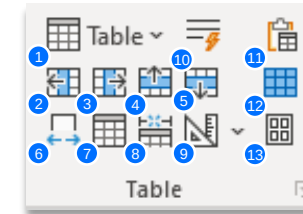
Toolbars at a glance – Text and Table functions

Text functions



- 1 2 3 Add bullets, ticks and crosses to selected shapes or to multiple cells within a table
- 4 Override indents
- 5 Quickly toggle Wrap Text on/off
- 6 Change between five different case capitalizations
- 7 Increase/decrease font size
- 8 Set slide language
- 9 Align text to the left, center or right
- 10 11 12 Align text to the top, middle or bottom
- 13 14 15 Add Superscript
- 16 Merge text from selected shapes to the first selected shape
- 17 Delete text from selected shape or table

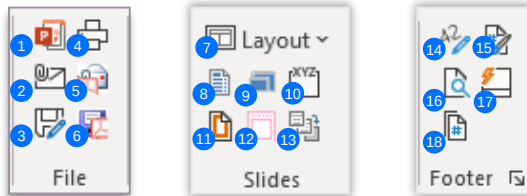
Table functions



- 1 Insert new table
- 2 3 Insert a new column on left or right
- 4 5 Insert a new row above or below current row
- 6 Center table horizontally on the page
- 7 Distribute columns equally within a table
- 8 Autofit columns to minimize the table height
- 9 Setup a table format with Express Table Layout
- 10 Convert a textbox into a table
- 11 Paste data as a table
- 12 Group shapes into table format
- 13 Deconstruct a table into separate shapes

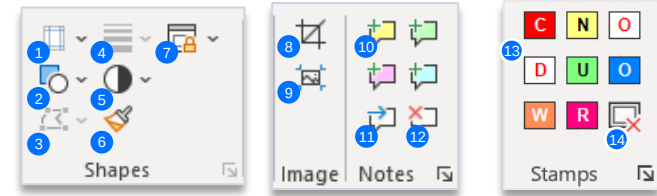
Toolbars at a glance – File, Slide, Shapes, Notes and Stamps

File and slide functions



- 1 Easy access to your templates
- 2 Email selected slides as an attachment
- 3 Save selected slides to a new file
- 4 Print selected slides without prompting
- 5 Email selected slides as PDF attachment
- 6 Save selected slides to a new PDF file
- 7 Change slide layout
- 8 Create Summary Slide to review slide titles
- 9 Create 'Mini slides' from any clipboard content
- 10 Format Slide Title to set the font size and boldness of each slide title
- 11 'Camouflage' slide to hide background logos
- 12 'No fly zone' to guide text placement
- 13 Send slide to the Appendix
- 14 Add filename/ page tag to note slide source
- 15 Quickly select all 'tagged' slides in your deck
- 16 Enlarge footnote
- 17 Auto update footer when you save or print
- 18 Configure and update slide numbering and format

Shapes, notes and stamps functions



- 1 Change margins of selected shape or table
- 2 Insert ready made shapes
- 3 Edit existing shape
- 4 Choose width of outline or border of existing shape
- 5 Insert or edit Harvey Balls
- 6 Format painter
- 7 Lock/unlock shapes to a slide
- 8 Crop and compress your images
- 9 Compress your images
- 10 Insert up to 4 different colored sticky notes
- 11 Find next sticky note in presentation
- 12 Delete all Sticky notes in presentation
- 13 Add up to 8 customizable status Stamps to slides
- 14 Remove all Stamps from the presentation

...New functions are being added all the time