



TDM5 - How To add PowerPoint

# Introduction

TDM5 offers the ability to create your own designs, this can be done using elements. Each element has its own properties which can be configured. With these elements you have the ability to create content based on your needs.

This article will describe how a PowerPoint presentation can be added to a page.

# Requirements

If you want to add a PowerPoint to your page you need to meet the following requirements:

- Have access to: Designer > Pages and be able to create or edit a page.

# How To add a PowerPoint

1. Login to your TDM5 environment.

2. Select “Designer”.



3. Select the menu option called “Pages”

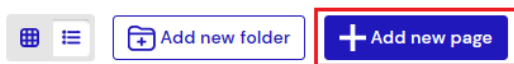


4. Open an existing page by selecting ‘Edit’ or create a new page using the ‘Add new page’ button

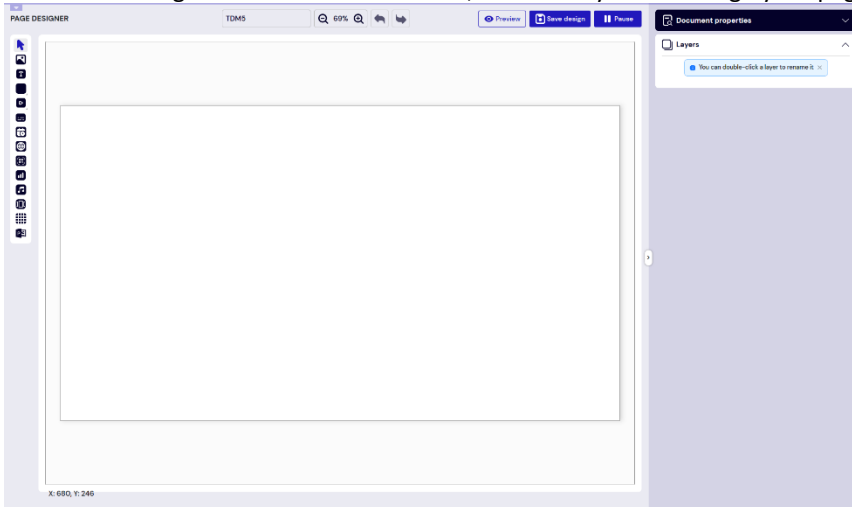
*Edit existing page:*



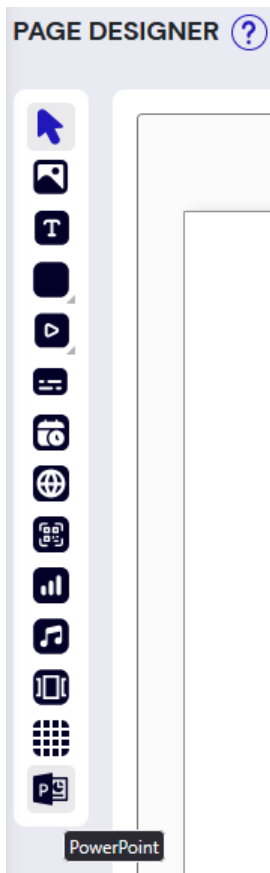
*Add new page:*



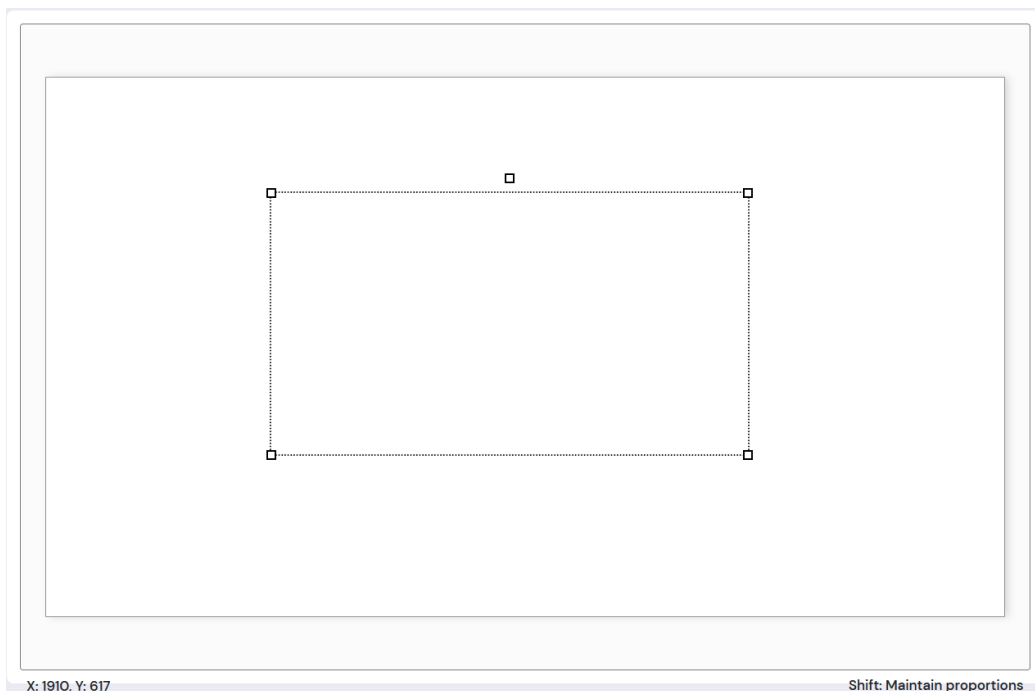
5. You will be navigated to the content editor, from here you can design your page.



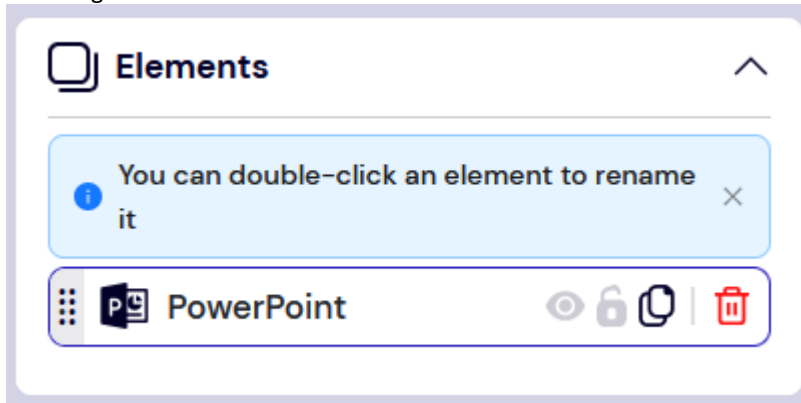
6. Select the 'PowerPoint' element, this can be done by selecting it in the menu on the left side of the screen.



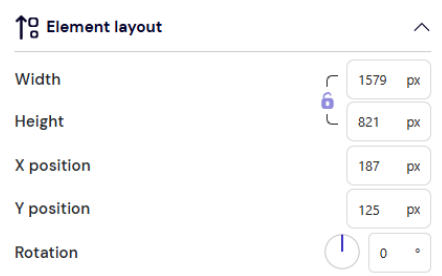
7. You can now draw a frame by clicking in the template editor, once this has been done you can decide the size of the element. Click again once you are happy with the size of the element.



8. On the right side of the page you can configure the properties of the element. To change the name double click the element in the 'Elements' section.



9. In the 'Element layout' section you can adjust the position of the element and set rotation in case needed.



The size can also be changed by selecting the border of the element.



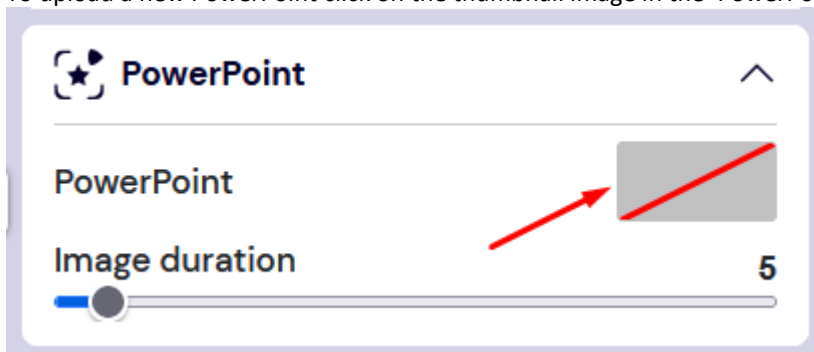
Rotation can be set with the dot located at the top of the element.



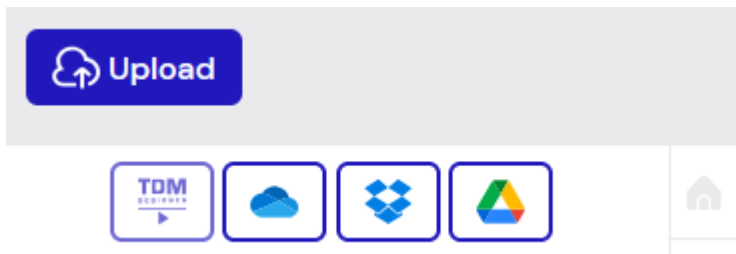
10. In the 'Colors & effects' section you have the ability to set the 'Opacity' to make the PowerPoint element transparent.



11. In the 'PowerPoint' section you will have the option to select the desired presentation. When uploading a PowerPoint file it will automatically be converted to separate images and put into a slideshow element. The slider in the bottom determines how long each slide is show before moving to the next.
12. To upload a new PowerPoint click on the thumbnail image in the 'PowerPoint' section on the right.



Click on the 'Upload' button in the top left corner



Select the desired file and click on 'Ok'. A preview of the PowerPoint will be shown in the element as soon as the PowerPoint presentation has been uploaded.

You now have successfully added a PowerPoint presentation to a page.