

Application: PowerPoint - Create Shape defaults

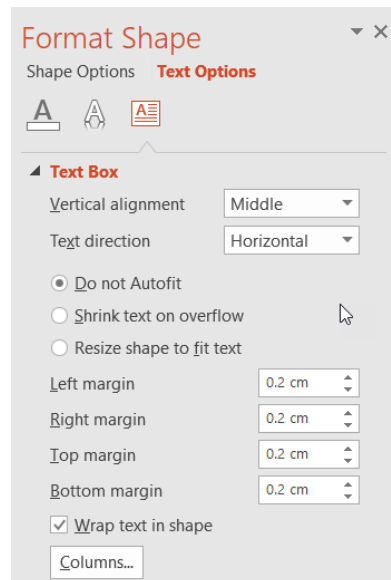
You can set the formats applied to an existing shape as the default for all new shapes added to that presentation document.

The formats and settings that will be applied to new shape include **Shape Fill** colour, **Shape Outline** weight and colour.

Tip: Text Options such as text wrap, text box margins, alignment and column settings may also be applied to the **Default Shape** setting.

1. Insert the required shape on the slide.
2. Apply the desired **Shape Fill** colour, **Shape Outline** weight and colour.
3. Type text on the selected slide and choose the font, font size and font colour.
4. Right click on the shape and choose **Format Shape...**
5. From the **Format Shape** task pane, select **Text Options > Text Box**.
6. Choose the required text **alignment** and **margins**.

Tip: As best practice, as internal margin of 0.2cm for all margins works well for shapes to provide an even internal margin.



7. Right-click the formatted shape and choose **Set as Default**
8. The formats you set will now automatically apply to shape you create in that same presentation document.

