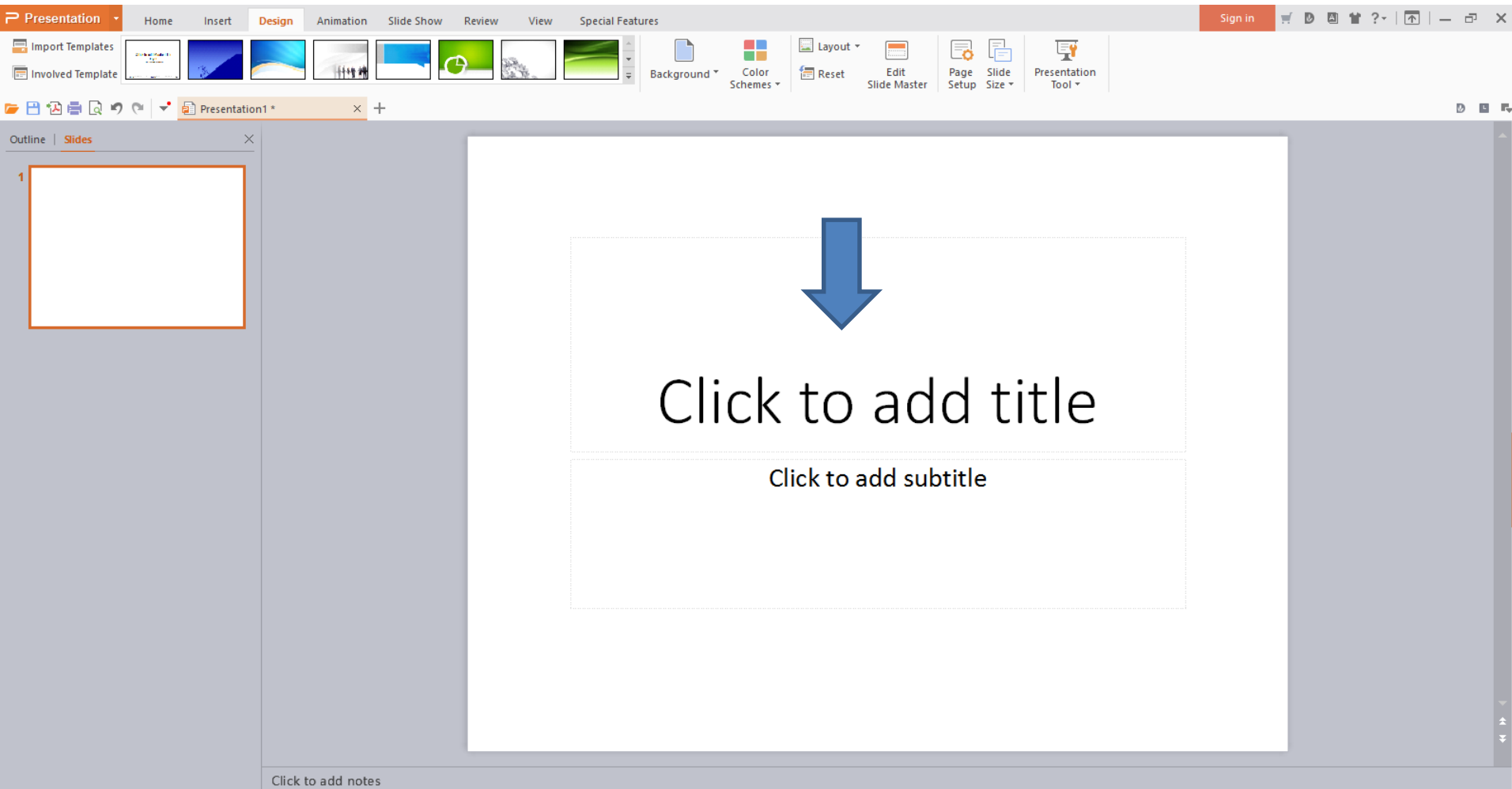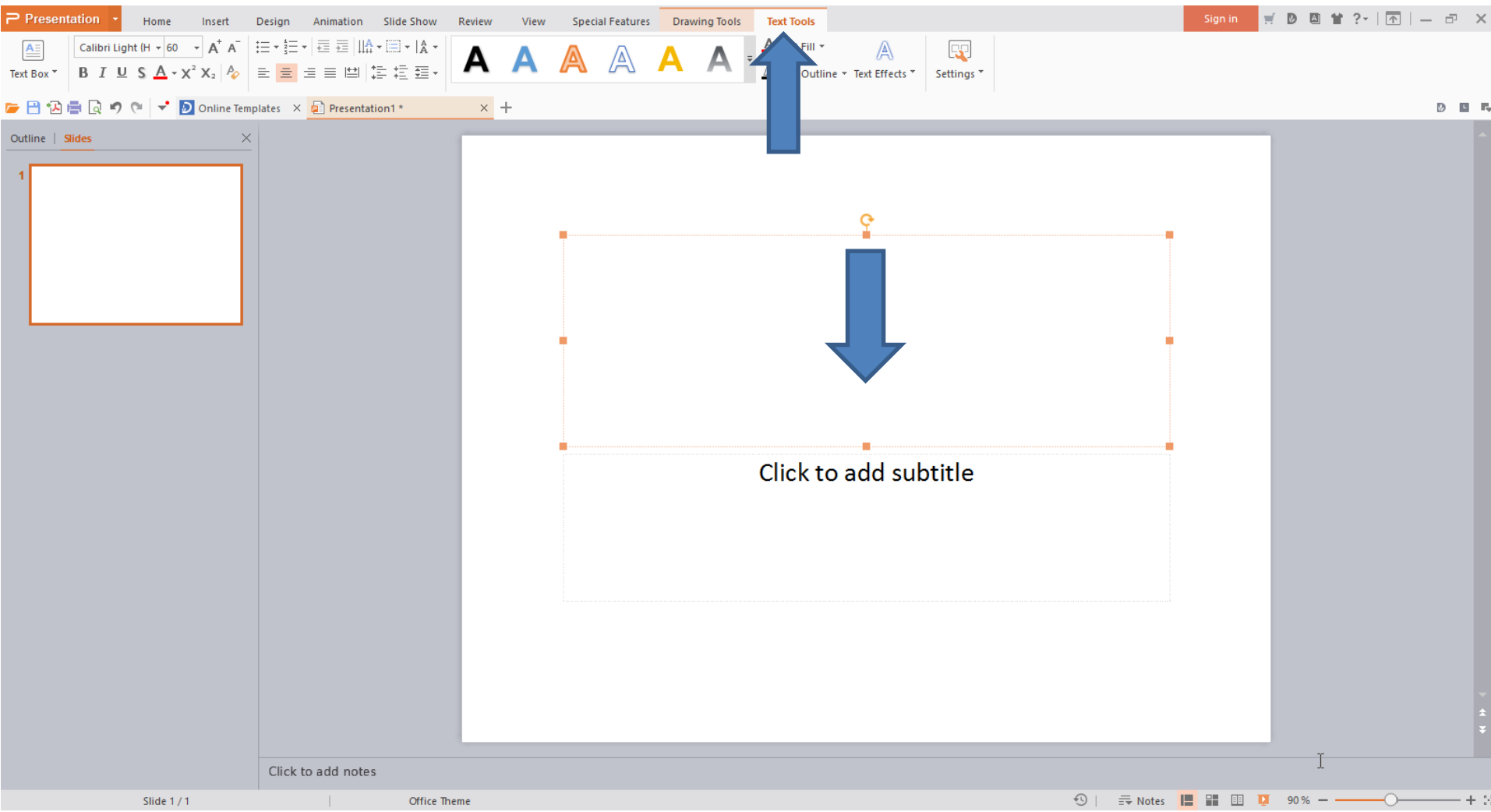# Step 3 - Start with Kingsoft Presentation – Part A – Add Titles

- **First click on Click to add title. Next is what happens.**
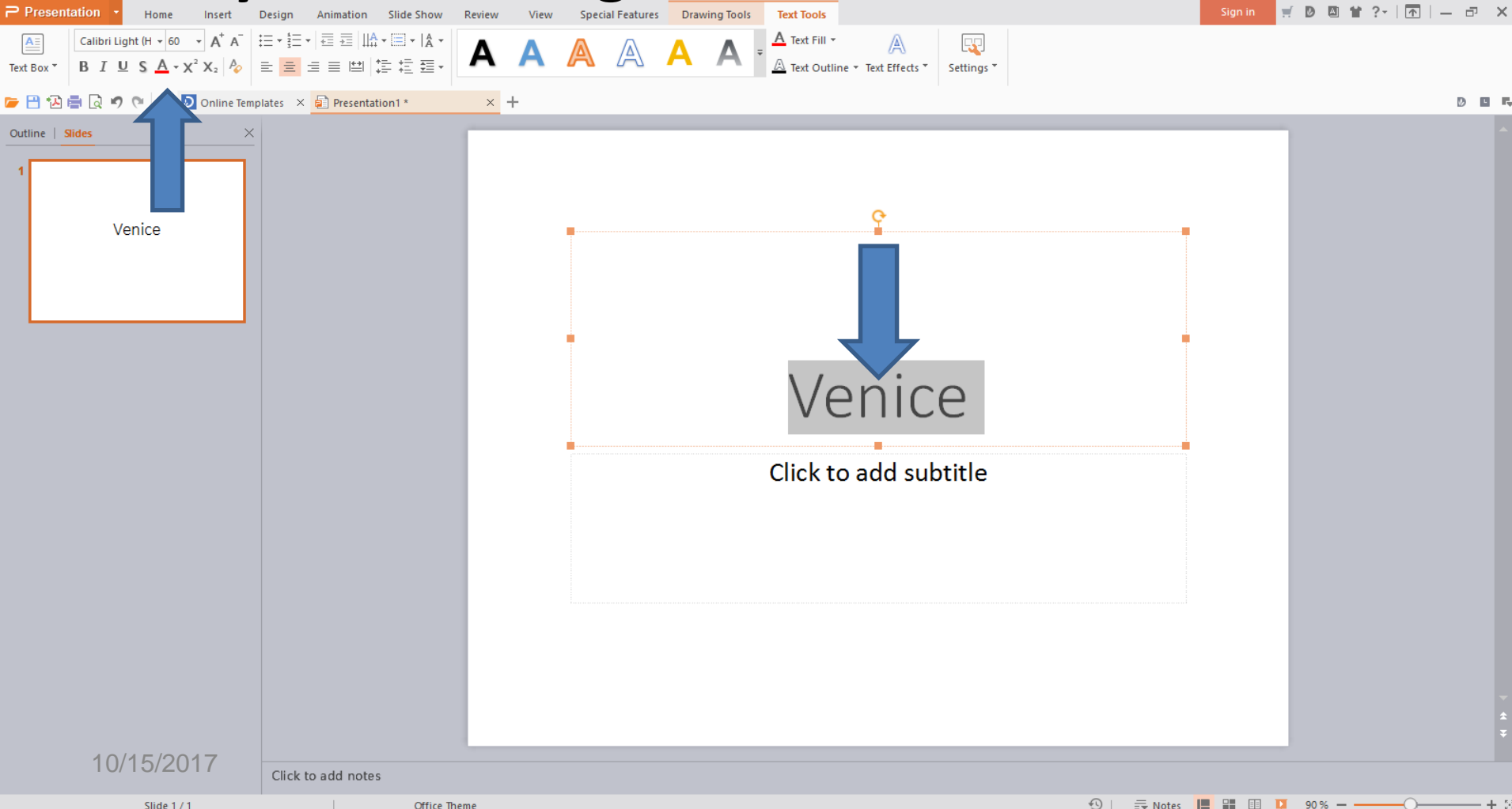
- **Once you click on it, the page changes to Text Tools. You then type in Text, like Venice. Next is a sample.**

- **Here is a Sample and the you highlight it, like I did. Once you highlight it, you can make changes, like Movie Maker. Next I will zoom in so you can see what you can change.**

- **There are lots of options.**
- **You can change the font.**
- **You change the Size.**
- **You make it Bold.**
- **You can change it to Italic.**
- **You can add Underline.**
- **You can change the color. Next is more options.**
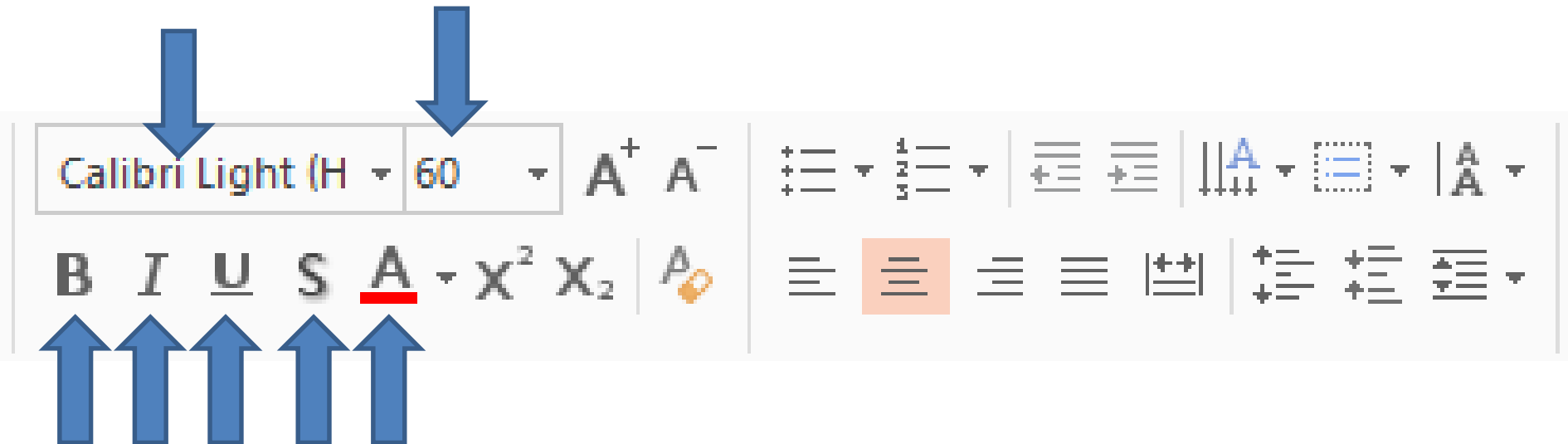
- **You can change smaller.**
- **You can add a number, etc. before the Text.**
- **You can change the location.**
- **Next is the other option to change color and style.**
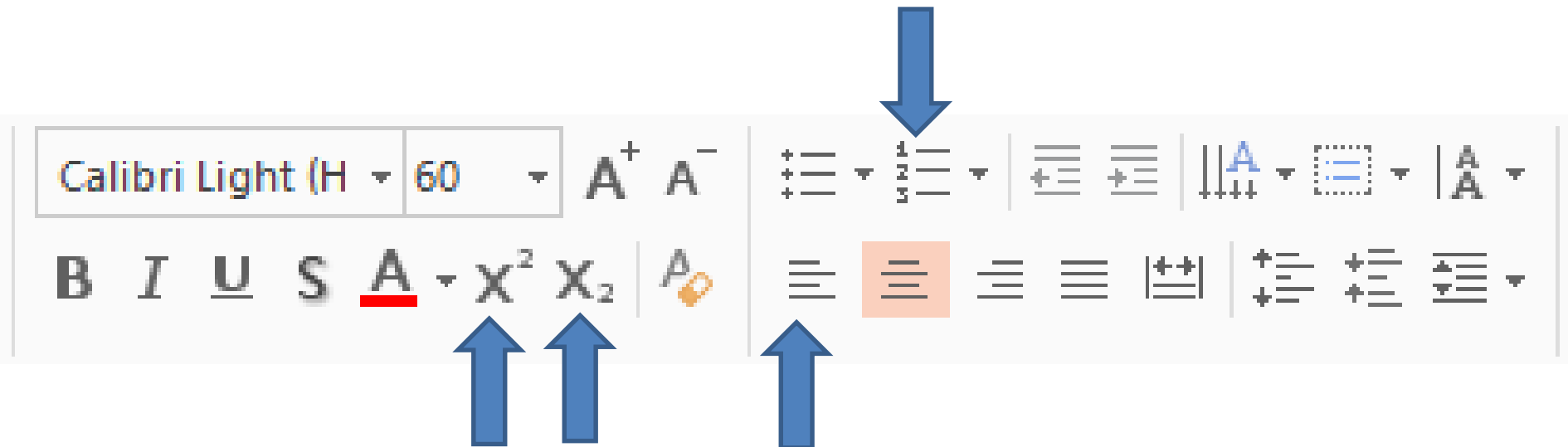
- **Next to the ones I showed you is this.**
- **You can click on the drop down to see more, which is next.**
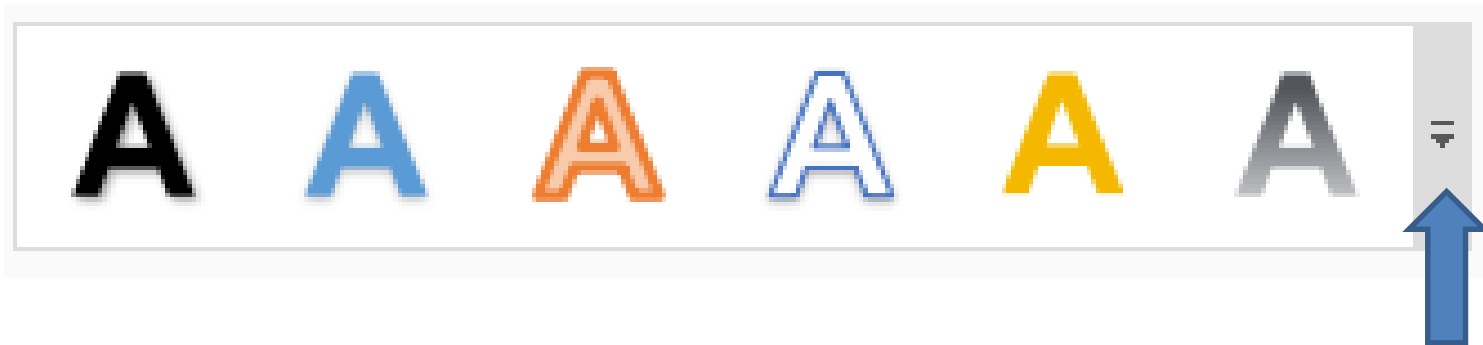
- **Once you can click on the drop down, you see more options and you can click on anyone to make changes.**

- **Next is to change Font and size that you may want to test.**

Calibri Light (H ▾ 60 ▾ | A⁺ A⁻ | ☰▾ ☷▾ | ⇤ ⇥

Recent Fonts

𝑜 ALGERIAN

Theme Fonts

T͡ Calibri Light   (Headings)
T͡ Calibri   Body
T͡ Calibri Light   (Headings)
T͡ Calibri   Body

All Fonts

𝑜 Malgun Gothic
𝑜 Malgun Gothic Semilight
𝑜 Microsoft JhengHei
𝑜 Microsoft JhengHei Light
𝑜 Microsoft JhengHei UI
𝑜 Microsoft JhengHei UI Light
𝑜 Microsoft YaHei
𝑜 Microsoft YaHei Light
𝑜 Microsoft YaHei UI
𝑜 Microsoft YaHei UI Light
𝑜 MingLiU-ExtB
𝑜 MingLiU_HKSCS-ExtB
𝑜 MS Gothic
𝑜 MS PGothic
𝑜 MS UI Gothic
𝑜 NSimSun
𝑜 PMingLiU-ExtB
𝑜 SimSun
𝑜 SimSun-ExtB
𝑜 Yu Gothic
𝑜 Yu Gothic Light
𝑜 Yu Gothic Medium
𝑜 Yu Gothic UI

- **When you can click on the drop down next to the font and you see a list. On mine it shows Recent Fonts that I had did before. You can scroll down and select the one you want or click on one to test is.**

- **I clicked on this one.**

- **Next is to change size.**
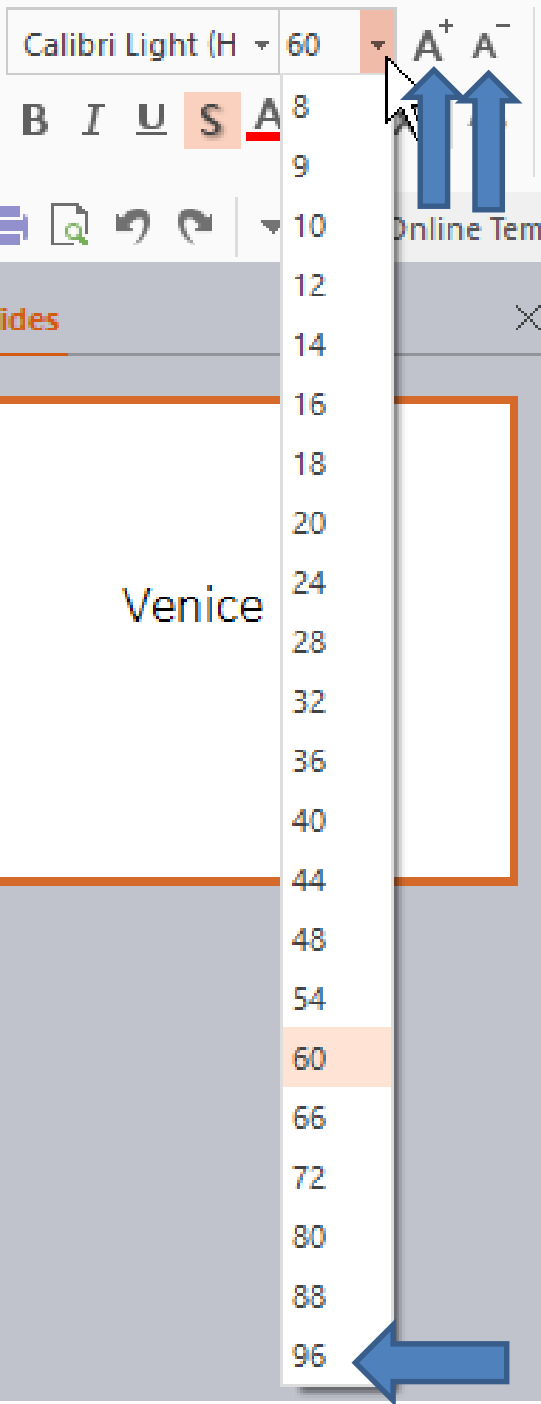
- **You can click on the drop down next to the 60 size and you see a list of size. I recommend clicking on 96.**

- **The other option is click next to it to change it larger or smaller.**

- **Next a sample of changes that I did and you can practice to make some changes.**

- **I typed in Venice and changed to Bold, Italic, different Font and size.**

- **This is the End of Step 3 – Part A.**