Show menu

BrightSlide Help BrightSlide 帮助

This page breaks down the brilliant functionality of our PowerPoint add-in BrightSlide. Click the section you want to learn more about, or scroll down to see just what BrightSlide can do. If you're on macOS, check out our feature compatibility list.

此页面详细介绍了我们的 PowerPoint 插件 BrightSlide 的出色功能。单击您想要了解更多信息的部分，或向下滚动以查看 BrightSlide 的功能。如果您使用的是 macOS，请查看我们的功能兼容性列表。

Haven't downloaded BrightSlide yet? Click here to get started — it's free! If you're updating, see our release notes here.

还没有下载 BrightSlide 吗？单击此处开始——它是免费的！如果您要更新，请在此处查看我们的发行说明。

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Alignment Tools 对齐工具

We've amped up PowerPoint's standard alignment tools, giving you more control when laying out your slides, so you can easily create balance.

我们增强了 PowerPoint 的标准对齐工具，让您在布置幻灯片时拥有更多控制权，因此您可以轻松实现平衡。

Alignment Modes 对准模式

With BrightSlide, you have more control and more choice. In addition to PowerPoint's default alignment options you can now align objects to a selected reference object or your guides.

使用 BrightSlide，您拥有更多控制权和更多选择。除了 PowerPoint 的默认对齐选项之外，您现在还可以将对象与选定的参考对象或参考线对齐。

Align to Selection 对齐选择

This is the default alignment mode for PowerPoint. Objects are aligned to the boundaries of your selection.

这是 PowerPoint 的默认对齐模式。对象与您选择的边界对齐。

Align to Reference Object [Align to Last | Align to First]

对齐参考对象（对齐到最后一个 | 对齐到第一个）

When you select two or more objects, this option aligns your selection to the reference object. Depending on your setting in BrightSlide, the reference object can either be the last selected, or the first selected object — the name of the feature will reflect what setting you currently have active. The **Set Reference Object** setting can be found by clicking Settings in the BrightSlide tab.

当您选择两个或多个对象时，此选项会将您的选择与参考对象对齐。根据您在 BrightSlide 中的设置，参考对象可以是最后选择的对象，也可以是第一个选择的对象——功能的名称将反映您当前处于活动状态的设置。单击 BrightSlide 选项卡中的设置可以找到设置参考对象设置。

Align to Guides 对齐指南　　Windows only 仅限 Windows

Aligns your selection to the nearest guide. Click align multiple times to move through all the guides.

将您的选择与最近的指南对齐。多次单击对齐以浏览所有指南。

Align to Slide 对齐到幻灯片

This is PowerPoint's default alignment mode for a single object. With BrightSlide you can use this alignment mode with multiple objects at once.

这是 PowerPoint 的单个对象的默认对齐模式。使用 BrightSlide，您可以同时对多个对象使用这种对齐模式。

Remember Between Sessions
记住会话之间

Always want to Align to Guides? Enable this feature to save your preferred settings, and PowerPoint will always start in your preferred alignment mode.

总是想与指南对齐？启用此功能可保存您的首选设置，PowerPoint 将始终以您首选的对齐模式启动。

Shortcuts 捷径

Shift-click the alignment tools anywhere in PowerPoint for Align to Reference Object.

按住 Shift 键并单击 PowerPoint 中任意位置的对齐工具以与参考对象对齐。

Alt-click the alignment tools anywhere in PowerPoint for Align to Guides. Repeatedly click the selected align option to shuffle through the guides. Add Shift to shuffle through the guides in the opposite direction.

按住 Alt 键并单击 PowerPoint 中任意位置的对齐工具以对齐参考线。重复单击选定的对齐选项以在指南中随机播放。添加 Shift 以在相反方向上随机播放指南。

Ctrl-click the alignment tools anywhere in PowerPoint to add Match Size functionality. Resize all objects to match the first selected object. You

can combine Ctrl with the Shift key shortcut above.

按住 Ctrl 键并单击 PowerPoint 中任意位置的对齐工具以添加"匹配大小"
功能。调整所有对象的大小以匹配第一个选定的对象。您可以将 Ctrl 与上
面的 Shift 快捷键结合使用。

⊹ Align Center & Middle 对齐中心和中间

Combines Align Middle and Align Center, so that you can perform both
in one click.

结合居中对齐和居中对齐，让您一键完成。

▦ Distribute to Grid 分布到网格

Select multiple objects then click Distribute to Grid and BrightSlide will
automatically arrange your objects in a grid formation. You can choose
the exact distance between objects or make them fit within a defined
space. Great for arranging images or icons.

选择多个对象，然后单击"分布到网格"，BrightSlide 将自动将您的对象排
列成网格形式。您可以选择对象之间的确切距离或使它们适合定义的空
间。非常适合排列图像或图标。

Note: Different-sized objects are not currently supported. Use the Match
Size tool to give your objects the same dimensions.

注意：目前不支持不同大小的对象。使用"匹配大小"工具为您的对象提供
相同的尺寸。

Distribute by Spacing (Horizontal | Vertical)

按间距分布（水平 | 垂直）

Precisely distribute objects by spacing. See it in action in our Twitter feed
here.

按间距精确分布对象。在我们的 Twitter 提要中查看实际效果。

All objects will be distributed from the reference object, which can be the
first selected, or the last selected object depending on your settings in

BrightSlide. The reference object will be highlighted, and it can be changed by shift-clicking any other selected object while the slider control is visible.

所有对象将从参考对象分布，参考对象可以是第一个选择的对象，也可以是最后一个选择的对象，具体取决于您在 BrightSlide 中的设置。参考对象将突出显示，并且可以通过在滑块控件可见时按住 Shift 键并单击任何其他选定对象来更改它。

You can adjust the space between objects using the arrow keys on your keyboard, the slider, or by typing in an exact value. Use the shift and control keys (command on macOS) to make the arrow key adjustment coarser or finer.

您可以使用键盘上的箭头键、滑块或输入精确值来调整对象之间的间距。使用 shift 和控制键（macOS 上的命令）使箭头键调整更粗或更细。

Shift-click the ribbon button to quickly set the spacing of selected objects to 0.

按住 Shift 键并单击功能区按钮可快速将所选对象的间距设置为 0。

The **Set Reference Object** setting can be found by clicking Settings in the BrightSlide tab.

单击 BrightSlide 选项卡中的设置可以找到设置参考对象设置。

Split & Align 拆分和对齐

This feature allows you to split a single object, or group, into evenly sized and spaced copies of itself. The copies are placed inside the boundaries of the original object. See it in action in our Twitter feed here.

此功能允许您将单个对象或组拆分为大小和间隔均匀的自身副本。副本放置在原始对象的边界内。在我们的 Twitter 提要中查看实际效果。

You can choose the number of columns and rows, and set the gutters or width/height to your liking. If you set a gutter that you are happy with, Split & Align will keep your preferred gutter even if you decide to add more rows or columns. Width and height settings work the same way, great if you want to keep your circles perfect, no matter how many

columns or rows you wish to create.

您可以选择列数和行数，并根据自己的喜好设置间距或宽度/高度。如果您设置了满意的装订线，即使您决定添加更多行或列，拆分和对齐也会保留您喜欢的装订线。宽度和高度设置的工作方式相同，如果你想让你的圆圈完美无缺，无论你想创建多少列或行，这都是很好的选择。

It works with shapes, groups, pictures, tables, charts, SmartArt, media, and even most placeholders.

它适用于形状、组、图片、表格、图表、SmartArt、媒体，甚至大多数占位符。

Split & Align is great for creating irregular layouts, logo grids, shape-based tables and graphs, master layouts, grids on macOS, and more.

Split & Align 非常适合创建不规则布局、徽标网格、基于形状的表格和图形、主布局、macOS 上的网格等。

Formatting Tools 格式化工具

In the Format group you'll find a collection of tools that will help you save time by making editing multiple objects at once, or copying complex formatting, super simple. More time for the important stuff.

在"格式"组中，您会找到一系列工具，这些工具可以让您一次编辑多个对象或复制复杂的格式变得超级简单，从而帮助您节省时间。有更多时间处理重要的事情。

Match Size 匹配大小

Use this tool to make selected objects the same size, width, or height. See it in action in our Twitter feed here.

使用此工具使所选对象具有相同的大小、宽度或高度。在我们的 Twitter 提要中查看实际效果。

All the selected objects will take the size of the reference object. Depending on your setting in BrightSlide, the reference object can either

be the last selected, or the first selected object. The **Set Reference Object** setting can be found by clicking Settings in the BrightSlide tab.

所有选定的对象都将采用参考对象的大小。根据您在 BrightSlide 中的设置，参考对象可以是最后选择的对象，也可以是第一个选择的对象。单击 BrightSlide 选项卡中的设置可以找到设置参考对象设置。

If you just select a single object, it will match to the size of your slide — this great for filling the slide with an image.

如果您只选择一个对象，它将与幻灯片的大小相匹配——这非常适合用图像填充幻灯片。

Shift-clicking Match Width or Match Height will keep the original aspect ratios of all resized objects.

按住 Shift 键单击"匹配宽度"或"匹配高度"将保持所有调整大小的对象的原始纵横比。

Match Tool & **Match Tools** (Match to Last | Match to First)

匹配工具和匹配工具（匹配到最后 | 匹配到第一个）

Match Tool and Match Tools allow you to copy size, position, format, adjustments, and animations from any object to any other object.

Match Tool 和 Match Tools 允许您将任何对象的大小、位置、格式、调整和动画复制到任何其他对象。

These tools match your selection to the reference object. For example matching size to the last selected object will make all selected objects the size of the object you selected last. Depending on your setting in BrightSlide, the reference object can either be the last selected, or the first selected object — the name of the feature will reflect what setting you currently have active. The **Set Reference Object** setting can be found by clicking Settings in the BrightSlide tab.

这些工具将您的选择与参考对象相匹配。例如，将大小与最后选择的对象匹配将使所有选定对象的大小与您最后选择的对象相同。根据您在 BrightSlide 中的设置，参考对象可以是最后选择的对象，也可以是第一个选择的对象——功能的名称将反映您当前处于活动状态的设置。单击 BrightSlide 选项卡中的设置可以找到设置参考对象设置。

If a single object is selected, the slide itself will become the reference object — this is great for filling the entire slide with an image.

如果选择单个对象，幻灯片本身将成为参考对象——这对于用图像填充整个幻灯片非常有用。

The tool can be used in **Batch Mode** or **Solo Mode**. Batch Mode turns the tool into a customisable Match Tool, which allows you to match multiple properties in one click. For example, turning on size, adjustments, and format will match those three properties in one click. Using the tool in solo mode will separate the 5 settings into individual Match Tools — Match Size, Match Position, Match Format, Match Adjustments, Match Animations. Regardless of the mode you're using, you will always be able to add controls from either mode to your **Quick Access Toolbar**.

该工具可以在批处理模式或单独模式下使用。批处理模式将该工具变成可自定义的匹配工具，使您可以一次单击匹配多个属性。例如，打开大小、调整和格式将一键匹配这三个属性。在单独模式下使用该工具会将 5 种设置分成单独的匹配工具——匹配大小、匹配位置、匹配格式、匹配调整、匹配动画。无论您使用何种模式，您始终可以从任一模式向快速访问工具栏添加控件。

Match Size and Match Position make use of the reference point setting for added flexibility. This sets the point where your objects get resized from, and how they get aligned. When using Match Size, having the reference point set to centre will resize all objects from their centrepoints. When using Match Position, the central reference point setting will reposition all of your target objects so that their centrepoints perfectly overlap.

匹配大小和匹配位置利用参考点设置来增加灵活性。这设置了对象调整大小的起始点，以及它们如何对齐。使用"匹配大小"时，将参考点设置为中心将从它们的中心点调整所有对象的大小。使用匹配位置时，中心参考点设置将重新定位所有目标对象，以便它们的中心点完全重叠。

Match Size will never distort images, videos, or graphics — it will crop them to the target size instead.

Match Size 永远不会扭曲图像、视频或图形——而是将它们裁剪到目标大小。

Match Format does a number of different things depending on what you use it on. At its core, it acts exactly like the Format Painter you know from PowerPoint. But you can also use it on charts and tables, easily allowing you to copy a table's or chart's formatting to another table or chart.

Match Format 会根据您的使用目的做很多不同的事情。从本质上讲，它的作用与您从 PowerPoint 中了解到的格式刷完全一样。但您也可以在图表和表格上使用它，轻松地将表格或图表的格式复制到另一个表格或图表。

Match Adjustments copies adjustment settings from one object to another. This is great for ensuring all of your rounded rectangles are using a consistent corner radius throughout your content, or making sure that your chevrons all look the same.

匹配调整将调整设置从一个对象复制到另一个对象。这对于确保您的所有圆角矩形在整个内容中使用一致的圆角半径或确保您的人字形看起来都一样非常有用。

Multi-painter & Painters 多画家和画家

Multi-painter and Painters allow you to copy size, position, formatting, adjustments, and animations from any object to any other object.

Multi-painter 和 Painters 允许您将任何对象的大小、位置、格式、调整和动画复制到任何其他对象。

These tools work exactly like any other painter in PowerPoint, except we've made them sticky by default — sticky mode is what allows you to copy properties across slides and presentations, just click on an empty area of the slide to finish painting. You can turn off sticky mode by unticking the option in the menu to make it behave like other painters do in PowerPoint — the painter will become inactive after you've painted once.

这些工具的工作方式与 PowerPoint 中的任何其他绘画工具完全相同，只是我们将它们设置为默认粘性 - 粘性模式允许您跨幻灯片和演示文稿复制属性，只需单击幻灯片的空白区域即可完成绘画。您可以通过取消选中菜单中的选项来关闭粘滞模式，使其表现得像其他画家在 PowerPoint 中所做的那样——画家将在您绘画一次后变为不活动状态。

If nothing is selected, you can use these painters to pick up properties from the slide itself — like size and position. This is great for filling the entire slide with an image.

如果未选择任何内容，您可以使用这些画家从幻灯片本身获取属性——例如大小和位置。这非常适合用图像填充整个幻灯片。

The painter can be used in **Batch Mode** or **Solo Mode**. Batch Mode turns the tool into a customisable Multi-painter, which allows you to paint multiple properties in one go. For example, turning on size, adjustments, and format will paint those three properties in one click. Using the painter in Solo Mode will separate the 5 settings into individual Painters — Size Painter, Position Painter, Format Painter+, Adjustment Painter, Animation Painter. Regardless of the mode you're using, you will always be able to add controls from either mode to your **Quick Access Toolbar**.

画家可以在批处理模式或独奏模式下使用。批处理模式将该工具变成可自定义的多画家，允许您一次绘制多个属性。例如，打开大小、调整和格式将一键绘制这三个属性。在 Solo 模式下使用 Painter 会将 5 种设置分成单独的 Painter——Size Painter、Position Painter、Format Painter+、Adjustment Painter、Animation Painter。无论您使用何种模式，您始终可以从任一模式向快速访问工具栏添加控件。

Size Painter and Position Painter make use of the reference point setting for added flexibility. This sets the point where your objects get resized from, and how they get aligned. When painting size, having the reference point set to centre will resize all objects from their centrepoints. When painting position, the central reference point setting will reposition all of your target objects so that their centrepoints perfectly overlap.

Size Painter 和 Position Painter 利用参考点设置来增加灵活性。这设置了对象调整大小的起始点，以及它们如何对齐。绘制大小时，将参考点设置为中心将从中心点调整所有对象的大小。绘制位置时，中心参考点设置将重新定位所有目标对象，以便它们的中心点完美重叠。

Size Painter will never distort images, videos, or graphics — it will crop them to the target size instead.

Size Painter 永远不会扭曲图像、视频或图形——而是将它们裁剪到目标尺寸。

Paint Format and Format Painter+ do a number of different things depending on what you use it on. At its core, it acts exactly like the Format Painter you know from PowerPoint. But you can also use it on charts and tables, easily allowing you to copy a table's or chart's formatting to another table or chart.

Paint Format 和 Format Painter+ 会根据您的使用目的做很多不同的事情。从本质上讲，它的作用与您从 PowerPoint 中了解到的格式刷完全一样。但您也可以在图表和表格上使用它，轻松地将表格或图表的格式复制到另一个表格或图表。

Adjustment Painter copies adjustment settings from one object to another. This is great for ensuring all of your rounded rectangles are using a consistent corner radius throughout your content, or making sure that your chevrons all look the same.

Adjustment Painter 将调整设置从一个对象复制到另一个对象。这对于确保您的所有圆角矩形在整个内容中使用一致的圆角半径或确保您的人字形看起来都一样非常有用。

Typography Tools 排版工具

We're super excited about these tools! A lovely easy way to create some stunning typographical effects without a detailed knowledge of typography.

我们对这些工具感到非常兴奋！无需详细的排版知识即可创建一些令人惊叹的排版效果的可爱简单方法。

Live Character Spacing 活字符间距

Select text or a text box then select Live Character Spacing. You can adjust the space between characters using the arrow keys on your keyboard, the slider, or by typing in an exact value. You can see the changes in real time. Under Menu you'll find options to Apply to Same Font & Size, Apply on This Slide, Apply on All Slides.

选择文本或文本框，然后选择实时字符间距。您可以使用键盘上的箭头键、滑块或输入精确值来调整字符之间的间距。你可以实时看到变化。在"菜单"下，您会找到"应用于相同字体和大小"、"应用于此幻灯片"、"应用于所有幻灯片"的选项。

Live Paragraph Spacing 实时段落间距

Select two or more paragraphs or a text box containing two or more paragraphs then select Live Paragraph Spacing. You can then adjust the space between paragraphs using the arrow keys on your keyboard, the slider, or by typing in an exact value. You can see the changes in real time. You have the option to adjust Line Spacing or the spacing Before or After a paragraph. Under Menu you'll find options to Apply to Same Font & Size, Apply on This Slide, Apply on All Slides.

选择两个或多个段落或包含两个或多个段落的文本框，然后选择实时段落间距。然后，您可以使用键盘上的箭头键、滑块或输入精确值来调整段落之间的间距。你可以实时看到变化。您可以选择调整行间距或段落之前或之后的间距。在"菜单"下，您会找到"应用于相同字体和大小"、"应用于此幻灯片"、"应用于所有幻灯片"的选项。

You can also access Live Paragraph and Character Spacing by selecting text and right-clicking.

您还可以通过选择文本并单击鼠标右键来访问实时段落和字符间距。

Shape Fill, Shape Outline & Font Fill color pickers
形状填充、形状轮廓和字体填充颜色选择器

These tools let you color objects quickly and accurately. Pick colors from anywhere on the screen by using the eyedropper*, or easily copy and paste hexadecimal color values from other applications into PowerPoint.
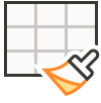
这些工具可让您快速准确地为对象着色。使用滴管*从屏幕上的任意位置选取颜色，或轻松地将其他应用程序的十六进制颜色值复制并粘贴到 PowerPoint 中。

Live Preview shows you how the new color will look in-situ, and each color channel has an individual slider control which makes choosing colors easier.

实时预览会向您展示新颜色的现场效果，并且每个颜色通道都有一个单独的滑块控件，可以更轻松地选择颜色。

* Functionality only available on Windows

* 功能仅适用于 Windows

Table Format Painter 表格格式刷

You can use the Table Format Painter to standardize the design of all tables in your PowerPoint file. First, make sure one table is looking good then:

您可以使用表格格式刷来标准化 PowerPoint 文件中所有表格的设计。首先，确保一张桌子看起来不错：

1. Select the table to copy from

   选择要从中复制的表

2. Click Table Format Painter

   单击表格格式刷

3. Click another table to apply your design

   单击另一个表以应用您的设计

You can apply the formatting to multiple tables by double-clicking* the Table Format Painter, or by lassoing* multiple tables after the painter has been clicked.

您可以通过双击*表格格式刷将格式应用到多个表，或者在点击刷后套索* 多个表。

Shift-click the Table Format Painter to bring up settings — here you can choose which design elements you wish to copy over.

按住 Shift 键并单击表格格式刷以调出设置——在这里您可以选择要复制 的设计元素。

* Functionality only available on Windows

* 功能仅适用于 Windows

Selection & Object Tools 选择和对象工具

Under Selection & Object you'll find a range of helpful tools designed to make your life easier.

在"选择与对象"下，您会找到一系列旨在让您的生活更轻松的有用工具。

Select Objects 选择对象

The Select Objects tool is a real timer saver. Select an object or text and then use this tool to select multiple other objects on the slide that match a specific property of the first — e.g. outline color.

选择对象工具是一个真正的计时器保护程序。选择一个对象或文本，然后使用此工具选择幻灯片上匹配第一个特定属性的多个其他对象——例如轮廓颜色。

1. Select an object 选择一个对象
2. Click Select Objects, and then choose which property you wish to search the slide for (Fill Color, Outline Color, Outline Weight, Shape Type, Font Size, Font Color, Font Name)

   单击"选择对象"，然后选择要在幻灯片中搜索的属性（填充颜色、轮廓颜色、轮廓粗细、形状类型、字体大小、字体颜色、字体名称）
3. All matching objects will be selected — you can now make sweeping edits

   所有匹配的对象都将被选中——您现在可以进行彻底的编辑

Note: PowerPoint can't select objects inside and outside of groups at the same time.

注意：PowerPoint 不能同时选择组内和组外的对象。

Lock & Unlock Selection 锁定和解锁选择

These tools allow you to lock objects, making it impossible to select that object until you choose to unlock them. A super handy use for this tool is locking a background image or graphic, allowing you to easily work with shapes on top of it. Accidentally selecting the background is a thing of the past!

这些工具允许您锁定对象，这样就无法选择该对象，直到您选择解锁它们。此工具的一个非常方便的用途是锁定背景图像或图形，使您可以轻松

地在其上处理形状。不小心选择背景已成为过去！

Click Unlock All to unlock locked objects on the current slide. And don't worry about remembering to unlock objects before you send your presentation to someone. The lock is only active if you have BrightSlide installed.

单击全部解锁以解锁当前幻灯片上的锁定对象。在将演示文稿发送给某人之前，不要担心记得解锁对象。仅当您安装了 BrightSlide 时，锁才会激活。

Note: Tables, graphs and SmartArt are currently not supported.

注意：目前不支持表格、图形和 SmartArt。

This feature has a shortcut which can be activated using **Productivity Shortcuts***. Productivity Shortcuts can be found by clicking Settings in the BrightSlide tab.

此功能有一个快捷方式，可以使用 Productivity Shortcuts* 激活。可以通过单击 BrightSlide 选项卡中的设置找到生产力快捷方式。

Ctrl + 2 — Lock Selection

Ctrl + 2 — 锁定选择

Ctrl + Alt + 2 — Unlock All

Ctrl + Alt + 2 — 全部解锁

> * Functionality only available on Windows
>
> * 功能仅适用于 Windows

✏ **Show & Hide Selection** 显示和隐藏选择

👁

A lifesaver for people who spend hours scrolling up and down the Selection Pane, these tools let you hide and show selected objects with just one click. They are perfect when you're editing complicated slides, and don't want to move objects around to do it. Keep your layouts pristine and your sanity intact!

对于花费数小时上下滚动选择窗格的人来说，这些工具是他们的救命稻草，它们让您只需单击一下即可隐藏和显示选定的对象。当您编辑复杂的

幻灯片并且不想四处移动对象时，它们是完美的选择。保持你的布局原始和你的理智完好无损！

Click Show All to show hidden objects on the current slide.

单击"全部显示"以显示当前幻灯片上的隐藏对象。

This feature has a shortcut which can be activated using **Productivity Shortcuts***. Productivity Shortcuts can be found by clicking Settings in the BrightSlide tab.

此功能有一个快捷方式，可以使用 Productivity Shortcuts* 激活。可以通过单击 BrightSlide 选项卡中的设置找到生产力快捷方式。

Ctrl + 3 — Hide Selection

Ctrl + 3 - 隐藏选择

Ctrl + Alt + 3 — Show All

Ctrl + Alt + 3 — 显示全部

* Functionality only available on Windows

* 功能仅适用于 Windows

⊞₊ **Merge Text** 合并文本

Select multiple objects containing text then click Merge Text. Your text will be merged into the first object you selected. Original text formatting is retained, and the other objects are deleted. See it in action in our Twitter feed here.

选择包含文本的多个对象，然后单击合并文本。您的文本将合并到您选择的第一个对象中。保留原始文本格式，并删除其他对象。在我们的 Twitter 提要中查看实际效果。

Shift-click to remove all paragraph breaks and soft returns.

按住 Shift 键并单击以删除所有分段符和软回车。

⊟ **Split Text** 拆分文本

Got a dense text box that needs splitting out? Perhaps it's a list of bullet points, or the steps of a process. Save time copying and pasting, and

just click Split Text. Choose between splitting by paragraph or by sentence. The original text and object formatting are retained.

有一个需要拆分的密集文本框？也许它是一个要点列表，或者一个过程的步骤。节省复制和粘贴的时间，只需单击"拆分文本"。选择按段落或按句子拆分。保留原始文本和对象格式。

Note: Bulleted and numbered list items are considered both sentences and paragraphs.

注意：带项目符号和编号的列表项被视为句子和段落。

Remove Text Margins 删除文本边距

Removing text margins in PowerPoint can be a real pain. Look no further for a solution! See it in action in our Twitter feed here.

在 PowerPoint 中删除文本边距可能会非常痛苦。不要再寻找解决方案了！在我们的 Twitter 提要中查看实际效果。

Remove from Selection 从选择中删除

Removes text margins for all selected objects. You can even select part of a table to only affect the selected cells.

删除所有选定对象的文本边距。您甚至可以选择表格的一部分以仅影响选定的单元格。

Remove from All Slides 从所有幻灯片中删除

Removes text margins from all qualifying objects on all slides. Only shapes that have text, have no fill, and have no outline will be affected. Everything else will be ignored, including everything on the master.

从所有幻灯片上的所有符合条件的对象中删除文本边距。只有具有文本、没有填充且没有轮廓的形状才会受到影响。其他所有内容都将被忽略，包括 master 上的所有内容。

Batch features can be scary, but this feature only finds and affects the most common text margin culprits!

批处理功能可能很可怕，但此功能只会发现并影响最常见的文本边距罪魁祸首！

Remove from All Masters 从所有母版中删除

Removes text margins from all qualifying objects on every master. Only shapes that have text, have no fill, and have no outline will be affected. Everything else will be ignored, including everything that's not on the master.

从每个母版上的所有合格对象中删除文本边距。只有具有文本、没有填充且没有轮廓的形状才会受到影响。其他所有内容都将被忽略，包括不在 master 上的所有内容。

Batch features can be scary, but this feature only finds and affects the most common text margin culprits!

批处理功能可能很可怕，但此功能只会发现并影响最常见的文本边距罪魁祸首！

Swap Objects 交换对象

You've designed a slide to perfection, then decide to switch out an icon or image. Use this tool to maintain the integrity of your slide layout. Select two objects, then click Swap Objects — it even swaps the layer positions!

你已经设计了一张完美的幻灯片，然后决定换掉一个图标或图像。使用此工具可以保持幻灯片布局的完整性。选择两个对象，然后单击"交换对象"——它甚至可以交换图层位置！

You can swap positions using 5 different reference points around the bounding box of the objects. **Shift-click** Swap Objects to temporarily show and set the reference point.

您可以使用对象边界框周围的 5 个不同参考点交换位置。按住 Shift 键并单击交换对象以临时显示和设置参考点。

Add to Group 添加到群组

Add extra graphics or text boxes to an animated group — no do-overs necessary. The group retains its name, layer and animation settings.

向动画组添加额外的图形或文本框——无需重做。该组保留其名称、图层和动画设置。

If you're adding a group to another group, BrightSlide will use the reference object setting to pick the target group. Depending on your setting in BrightSlide, the reference object can either be the last selected, or the first selected object. The **Set Reference Object** setting can be found by clicking Settings in the BrightSlide tab.

如果您要将一个组添加到另一个组，BrightSlide 将使用参考对象设置来选择目标组。根据您在 BrightSlide 中的设置，参考对象可以是最后选择的对象，也可以是第一个选择的对象。单击 BrightSlide 选项卡中的设置可以找到设置参考对象设置。

Collapse & Expand Selection Pane Groups Windows only 仅限 Windows
折叠和展开选择窗格组

Working with lots of groups? The Selection Pane can quickly get overloaded, so it's handy to be able to collapse all groups to see what's going on.

与很多团体一起工作？选择窗格很快就会超载，因此折叠所有组以查看发生了什么很方便。

Animation Tools 动画工具

BrightSlide's suite of animation tools make complex animations a breeze to create.

BrightSlide 的动画工具套件使创建复杂的动画变得轻而易举。

My Animations 我的动画

We designed the animation library for our designers, but it was too good not to share! Our designers are amazing animators, but were tired of having to repeatedly recreate the same sequences or copy and paste

animations from one presentation to another. My Animations is a library of animation sequences that you can add to any object with just one click to give a consistent, professional, and polished feel to your content. See it in action in our Twitter feed here.

我们为我们的设计师设计了动画库，但它太好了，不能不分享！我们的设计师是了不起的动画师，但厌倦了必须反复重新创建相同的序列或将动画从一个演示文稿复制并粘贴到另一个演示文稿。 My Animations 是一个动画序列库，您只需单击一下即可将其添加到任何对象，从而为您的内容提供一致、专业和优美的感觉。在我们的 Twitter 提要中查看实际效果。

You can add your own custom sequences, including timings and settings, so your favorite animations are always close at hand. We've pre-stocked your animation library with a few lovely sequences to get you started.

您可以添加自己的自定义序列，包括时间和设置，让您最喜爱的动画始终触手可及。我们已经为您的动画库预存了一些可爱的序列，以帮助您入门。

1. Select object to be animated

   选择要动画的对象

2. Click My Animations 单击我的动画

3. Select sequence 选择顺序

Edit Animation Library 编辑动画库

It's really easy to modify, rename, reorder and delete your animations.

修改、重命名、重新排序和删除动画真的很容易。

1. Click My Animations 单击我的动画

2. Under Manage select Edit Animation Library

   在管理下选择编辑动画库

3. A PowerPoint file containing your library will open. Use the Selection Pane and Animation Pane to manage your library. Save and close the file to finish.

将打开包含您的库的 PowerPoint 文件。使用选择窗格和动画窗格来管理您的库。保存并关闭文件以完成。

Animate to Reference Object (Animate to Last | Animate to First)
动画参考对象（动画到最后|动画到第一个）

Automatically add animations that match the position, scale, rotation, fill color, outline color, and text color of the reference object. Please select two or more objects to use. See it in action in our Twitter feed here.

自动添加与参考对象的位置、比例、旋转、填充颜色、轮廓颜色和文本颜色相匹配的动画。请选择两个或多个要使用的对象。在我们的 Twitter 提要中查看实际效果。

Depending on your setting in BrightSlide, the reference object can either be the last selected, or the first selected object — the name of the feature will reflect what setting you currently have active. The **Set Reference Object** setting can be found by clicking Settings in the BrightSlide tab.

根据您在 BrightSlide 中的设置，参考对象可以是最后选择的对象，也可以是第一个选择的对象——功能的名称将反映您当前处于活动状态的设置。单击 BrightSlide 选项卡中的设置可以找到设置参考对象设置。

The options window allows you to exclude certain types of animations from being added. You can also toggle reverse animations on and off — reverse animations animate all shapes back to their original properties.

选项窗口允许您排除某些类型的动画被添加。您还可以打开和关闭反向动画 - 反向动画将所有形状动画回其原始属性。

Animation Painter+ 动画师+

PowerPoint's Animation Painter copies animations from one object to another but, frustratingly, it deletes any animations that already exist on the second object. The BrightSlide Animation Painter+ allows you to add copied animation effects to an existing animated object, without affecting what was already there. The animations simply stack on top of

each other.

PowerPoint 的 Animation Painter 将动画从一个对象复制到另一个对象，但令人沮丧的是，它会删除第二个对象上已经存在的任何动画。BrightSlide Animation Painter+ 允许您将复制的动画效果添加到现有的动画对象，而不会影响已经存在的对象。动画只是简单地堆叠在一起。

1. Select the object to copy animations from

   选择要从中复制动画的对象

2. Click Animation Painter+ 点击动画画家+

3. Click another object to paste the animation effects

   单击另一个对象粘贴动画效果

You can add animation effects to multiple objects by double-clicking the Animation Painter+, or by lassoing* multiple shapes after the painter has been clicked.

您可以通过双击 Animation Painter+ 或在单击画家后套索*多个形状来为多个对象添加动画效果。

Note: Reversed Motion Paths are currently not supported.

注意：目前不支持反向运动路径。

> * Functionality only available on Windows
> * 功能仅适用于 Windows

Waterfall Delay 瀑布延迟

Add a cascading waterfall delay to all animations applied to selected objects. Before BrightSlide this would have taken forever, but our handy add-in can automatically stagger your animations for a smooth, professional look.

为应用于选定对象的所有动画添加级联瀑布延迟。在 BrightSlide 之前，这可能需要很长时间，但我们方便的插件可以自动错开您的动画，以获得流畅、专业的外观。

Settings give you control over timings and which animations the tool applies to. You can add a delay to every object or every animation on

every object.

通过设置，您可以控制时间以及该工具适用于哪些动画。您可以为每个对象或每个对象的每个动画添加延迟。

1. Select the objects that have the animations you wish to stagger (selecting animations in the Animation Pane is not supported)

   选择具有您希望错开的动画的对象（不支持在动画窗格中选择动画）

2. Click Waterfall Delay 点击瀑布延迟

3. Choose your settings and click OK

   选择您的设置并单击"确定"

Waterfall Delay can be found by clicking **Utilities** in the Animation group.

可以通过单击动画组中的实用程序找到瀑布延迟。

Motion Path Tools 运动路径工具

Motion Path Tools can be found by clicking **Utilities** in the Animation group.

可以通过单击动画组中的实用工具找到运动路径工具。

Match End Points 比赛终点

This tool helps you create complicated motion path effects in a matter of seconds. See it in action in our Twitter feed here. It works in two different ways.

此工具可帮助您在几秒钟内创建复杂的运动路径效果。在我们的 Twitter 提要中查看实际效果。它以两种不同的方式工作。

Use case 1: 用例 1:

1. Apply a linear motion path to two or more objects

   将线性运动路径应用于两个或多个对象

2. Select the object you want to set as the motion path end point

   选择要设置为运动路径终点的对象

3. Select your animated objects

   选择动画对象

4. Click Match End Points 单击匹配端点

Use case 2: 用例 2:

1. Select two or more unanimated objects

   选择两个或多个非动画对象

2. Click Match End Points 单击匹配端点

3. A motion path ending at the center point of the first object selected will be apply to all other objects selected — you can shift-click to reset all start points

   以第一个选定对象的中心点结束的运动路径将应用于所有其他选定对象——您可以按住 Shift 键并单击以重置所有起点

Motion Path Tools can be found by clicking **Utilities** in the Animation group.

可以通过单击动画组中的实用工具找到运动路径工具。

Duplicate at End Point 在端点复制

Create a duplicate object at the end point of a linear motion path. This is useful for building complex multi-click animations that happen on a single slide. It takes the guesswork out of getting smooth transitions between position changes.

在线性运动路径的终点创建一个复制对象。这对于构建发生在单张幻灯片上的复杂的多次单击动画很有用。它消除了在位置变化之间获得平滑过渡的猜测。

Motion Path Tools can be found by clicking **Utilities** in the Animation group.

可以通过单击动画组中的实用工具找到运动路径工具。

Reset Start Point 重置起点

Resets the start point of linear motion paths.

重置线性运动路径的起点。

Motion Path Tools can be found by clicking **Utilities** in the Animation group.

可以通过单击动画组中的实用工具找到运动路径工具。

Paste as Motion Path 粘贴为运动路径

Easily create motion paths from freeform shapes. Simply copy* a shape you wish to use as a motion path, select the target object, and apply this feature.

从自由形状轻松创建运动路径。只需复制*您希望用作运动路径的形状，选择目标对象，然后应用此功能。

By default, the target object will be kept in its initial position. By **shift-clicking**, you can keep the motion path in its initial position and move the target object there.

默认情况下，目标对象将保持在其初始位置。通过按住 Shift 单击，您可以将运动路径保持在其初始位置并将目标对象移动到那里。

On macOS, use the **Copy as Motion Path** button to copy your freeform shape as a motion path.

在 macOS 上，使用"复制为运动路径"按钮将自由形状复制为运动路径。

Motion Path Tools can be found by clicking **Utilities** in the Animation group.

可以通过单击动画组中的实用工具找到运动路径工具。

> * Functionality only available on Windows
> * 功能仅适用于 Windows

Hide & Delete Animations 隐藏和删除动画

Easily disable or delete animations in a presentation. These features don't affect transitions. Hide & Delete Animations can be found by clicking **Utilities** in the Animation group.

轻松禁用或删除演示文稿中的动画。这些功能不会影响过渡。单击动画组中的实用程序可以找到隐藏和删除动画。

Hide During Slide Show 在幻灯片放映期间隐藏

Temporarily disable all animations in your presentation.

暂时禁用演示文稿中的所有动画。

Delete from Selected Slides

从所选幻灯片中删除

Delete all animations from currently selected slides.

从当前选定的幻灯片中删除所有动画。

Delete from Presentation 从演示文稿中删除

Delete all animations from the entire presentation.

从整个演示文稿中删除所有动画。

File & Master Tools 文件和主工具

These features are designed for setting up templates and executing repetitive tasks across a whole presentation.

这些功能专为在整个演示文稿中设置模板和执行重复性任务而设计。

Guides 导游

Setting up PowerPoint guides can be fiddly and unintuitive. When you move guidelines manually there is no mathematical way to ensure precision, you've just got to eyeball it. BrightSlide's guides can be precisely placed and are mathematically accurate.

设置 PowerPoint 指南可能很繁琐且不直观。当您手动移动参考线时，没有数学方法可以确保精度，您只需要观察它即可。 BrightSlide 的指南可以精确放置并且在数学上是准确的。

Create Guides 创建指南

Setup a grid of guides using margins, columns, rows and gutters. Simply chose the number of columns and rows, set your margins and watch the guidelines change in real time — BrightSlide does all the calculation for you.

使用边距、列、行和间距设置参考线网格。只需选择列数和行数，设置边距并实时观察指南变化——BrightSlide 会为您完成所有计算。

Make from Selection 从选择中制作

BrightSlide can also create guides from content you already have on the slide. Click Make from Selection to add guides to the bounding boxes of selected objects and groups.

BrightSlide 还可以根据幻灯片上已有的内容创建指南。单击"根据选择制作"以将参考线添加到所选对象和组的边界框。

Delete Guides 删除指南

Deleting guides in PowerPoint can easily become a tedious task. This feature allows you to clear all of them in one click.

在 PowerPoint 中删除指南很容易成为一项乏味的任务。此功能允许您一键清除所有这些。

Change Colors 改变颜色

Working on a presentation with the same background color as your guides? This feature allows you to pick a contrasting guides color for every project.

正在处理与您的指南具有相同背景颜色的演示文稿？此功能允许您为每个项目选择对比色指南。

Theme Colors 主题颜色

These tools are designed to make setting up theme colors a quick and easy job.

这些工具旨在使设置主题颜色变得快速而轻松。

Edit Theme Colors 编辑主题颜色

If you're designing a template or just need to change the theme colors associated with the master, then the Theme Colors Editor will help you do it in record time. Keep everything on brand and looking good by setting your theme colors in either HEX or RGB format or simply using our Color Picker.

如果您正在设计模板或只需要更改与母版关联的主题颜色，那么主题颜色编辑器将帮助您在创纪录的时间内完成。通过以 HEX 或 RGB 格式设置您的主题颜色或简单地使用我们的颜色选择器，让一切都保持品牌和美观。

You can also edit custom colors* with no need to hack into the XML.

您还可以编辑自定义颜色*，而无需破解 XML。

> * Functionality only available on Windows
>
> * 功能仅适用于 Windows

Color Contrast Report 颜色对比报告

Generates an accessibility color contrast report for all the theme colors in the currently active master. The report shows which color combinations pass and fail the WCAG Level AA success criteria for color contrast. See **Color Contrast Checker** in the Contextual Tools section on how to measure color contrast with non-theme colors.

为当前活动母版中的所有主题颜色生成可访问性颜色对比报告。该报告显示哪些颜色组合通过和未通过 WCAG AA 级颜色对比度成功标准。请参阅上下文工具部分中的颜色对比度检查器，了解如何测量非主题颜色的颜色对比度。

✕ Delete Recent Colors 删除最近的颜色 [Windows only 仅限 Windows]

Remove those pesky recent colors that can appear in the PowerPoint color picker when you use colors that are not in your theme.

当您使用不在您的主题中的颜色时，删除那些可能出现在 PowerPoint 颜色选择器中的讨厌的最近颜色。

↻ Batch Processing Tools 批处理工具

A collection of tools that perform repetitive presentation-wide tasks.

执行重复的演示范围任务的工具集合。

Assign Layouts 分配布局

Assign layouts to slides in bulk. This is great for cleaning up unwanted layouts in your current project, cutting down on confusing options, and reducing file size.

将布局批量分配给幻灯片。这对于清理当前项目中不需要的布局、减少令人困惑的选项以及减小文件大小非常有用。

Insert Layouts 插入布局

Insert one slide for each of layouts in the open presentation. New slides will be added in a new named section. Multiple sections will be created for presentations with more than one slide master. Handy for a layout design sanity check.

在打开的演示文稿中为每个布局插入一张幻灯片。新幻灯片将添加到新命名的部分中。将为具有多个幻灯片母版的演示文稿创建多个部分。方便布局设计完整性检查。

Copy & Paste Clipboard to Selected Slides
将剪贴板复制并粘贴到所选幻灯片

Need to paste an object to every slide in a presentation? This feature will do exactly that for you.

需要将对象粘贴到演示文稿中的每张幻灯片吗？此功能将为您做到这一点。

On Windows: 在 Windows 上：

1. Select the objects you wish to copy

   选择要复制的对象

2. Copy the objects you wish to paste (you can use the shortcut **Ctrl + C**)

   复制您要粘贴的对象（您可以使用快捷键 Ctrl + C）

3. Select the slides you wish to paste to

选择要粘贴到的幻灯片

4. Click **Paste Clipboard to Selected Slides** in the Batch Tools menu (you can use the shortcut **Ctrl + V**)

单击批处理工具菜单中的粘贴剪贴板到所选幻灯片（您可以使用快捷键 Ctrl + V）

On macOS: 在 macOS 上：

1. Select the objects you wish to copy

选择要复制的对象

2. In the Batch Tools menu, click **Copy Selected Shapes to Clipboard** (shortcuts are not supported on macOS)

在"批处理工具"菜单中，单击"将所选形状复制到剪贴板"（macOS 不支持快捷方式）

3. Select the slides you wish to paste to

选择要粘贴到的幻灯片

4. Click **Paste Clipboard to Selected Slides** in the Batch Tools menu (shortcuts are not supported on macOS)

单击"批处理工具"菜单中的"将剪贴板粘贴到所选幻灯片"（macOS 不支持快捷方式）

Resize all Pictures to Slide Size

将所有图片调整为幻灯片大小

Resize all of the pictures in this presentation to match the slide size. Use with the PowerPoint Photo Album feature (Insert / Photo Album) to create full-bleed photo album presentations.

调整此演示文稿中所有图片的大小以匹配幻灯片大小。使用 PowerPoint 相册功能（插入/相册）创建全幅相册演示文稿。

Presentation Language 演示语言

Set the presentation language for your file and all of the objects across all of the slides.

为您的文件和所有幻灯片中的所有对象设置演示语言。

This feature can be found by clicking **Review** in the File & Master group.

可以通过单击"文件和母版"组中的"查看"来找到此功能。

Speaker Notes 演讲者备注

We've given you a bunch of new speaker notes tools helping you easily export your notes as a Text, Excel*, or Word file. You can also get an instant word count to help you keep on track or delete all speaker notes with the click of a button.

我们为您提供了一系列新的演讲者笔记工具，可帮助您轻松地将笔记导出为文本、Excel* 或 Word 文件。您还可以获得即时字数统计，以帮助您跟踪或通过单击按钮删除所有演讲者备注。

Speaker Notes Tools can be found by clicking **Review** in the File & Master group.

单击"文件和母版"组中的"查看"可以找到"演讲者备注工具"。

> * Functionality only available on Windows
>
> * 功能仅适用于 Windows

Hyperlink Tools 超链接工具

If you're making an interactive PowerPoint presentation, it's all too easy to lose track of your hyperlinks. This tool runs through your deck and flags every hyperlink with a comment so you can double check that all of your links are where they should be.

如果您正在制作交互式 PowerPoint 演示文稿，很容易忘记您的超链接。该工具贯穿您的平台并用注释标记每个超链接，这样您就可以仔细检查所有链接是否都在它们应该在的位置。

Hyperlink Tools can be found by clicking **Review** in the File & Master group.

单击"文件和母版"组中的"查看"可以找到超链接工具。

Tag Hyperlinks with Comments

用评论标记超链接

Adds a comment for every hyperlinked object in the presentation.

为演示文稿中的每个超链接对象添加评论。

Delete Hyperlink Tags 删除超链接标签

Deletes all hyperlink tags. Any other comments won't be affected.

删除所有超链接标签。任何其他评论都不会受到影响。

Export Hyperlinks 导出超链接

Export a report of all the hyperlinks in your presentation to a new Word document.

将演示文稿中所有超链接的报告导出到新的 Word 文档。

Tag Large Media with Comments

用评论标记大型媒体

This tool is helpful at finding large images and videos in your presentation. This tool runs through your deck and flags every large media object with a comment so you can more easily find what's causing your file size to bloat. Any image that is larger than 2000×2000 pixels, or any video that is more than 10 seconds in length will get tagged.

此工具有助于在演示文稿中查找大图像和视频。该工具贯穿您的平台并用注释标记每个大型媒体对象，以便您可以更轻松地找到导致文件大小膨胀的原因。任何大于 2000×2000 像素的图像，或任何长度超过 10 秒的视频都会被标记。

This feature can be found by clicking **Review** in the File & Master group.

可以通过单击"文件和母版"组中的"查看"来找到此功能。

Delete Large Media Tags 删除大型媒体标签

Deletes all large media tags. Any other comments won't be affected.

删除所有大型媒体标签。任何其他评论都不会受到影响。

Navigate all Presentations

浏览所有演示文稿

Need to compare multiple presentations? The Navigate all Presentations feature helps you easily review multiple decks simultaneously by arranging all your visible presentations equally across your screen.

需要比较多个演示文稿？导航所有演示文稿功能通过在屏幕上平均排列所有可见的演示文稿，帮助您轻松地同时查看多个幻灯片。

Navigate through the slides in two ways; using the arrow buttons or shift-clicking either arrow to view the same slide number in each individual window.

以两种方式浏览幻灯片；使用箭头按钮或按住 Shift 键并单击任一箭头可在每个单独的窗口中查看相同的幻灯片编号。

Once you've finished, close this view using the tick button and return to working as before, or shift-click the tick to maximise all visible windows.

完成后，使用勾选按钮关闭此视图并返回之前的工作，或者按住 Shift 键并单击勾选以最大化所有可见窗口。

This feature can be found by clicking **Review** in the File & Master group.

可以通过单击"文件和母版"组中的"查看"来找到此功能。

Export Tools 导出工具

You can already export your PowerPoint presentation as a PDF/XPS file and as a video by going to File > Export. We've added a few more options you might find useful.

您已经可以通过转到"文件">"导出"将 PowerPoint 演示文稿导出为 PDF/XPS 文件和视频。我们添加了一些您可能会觉得有用的选项。

Save Selected Slides as New File

将所选幻灯片另存为新文件

Create a new PowerPoint file from the selected slides.

从选定的幻灯片创建一个新的 PowerPoint 文件。

Save All Slides as Individual Files

将所有幻灯片另存为单独的文件

Create a separate PowerPoint file for every slide in your presentation.

为演示文稿中的每张幻灯片创建单独的 PowerPoint 文件。

Export Selected Slides as Images

将选定的幻灯片导出为图像

Export currently selected slides as separate image files.

将当前选定的幻灯片导出为单独的图像文件。

Export Media Files 导出媒体文件

Export all image and video files in this presentation. Great for finding large assets that are bloating the file size.

导出此演示文稿中的所有图像和视频文件。非常适合查找膨胀文件大小的大型资产。

Settings & Help 设置和帮助

This is where you will find all of BrightSlide's customisation options, and help materials should you ever get stuck.

您可以在这里找到 BrightSlide 的所有自定义选项，以及遇到困难时的帮助材料。

Ribbon Setup 功能区设置

Once you've figured out which BrightSlide tools are necessary to your workflow, and which you don't use very often, you can customise the BrightSlide ribbon by hiding and showing different ribbon groups. You can also select these groups or individual features from within them and

add them to you Quick Access Toolbar.

一旦您弄清楚哪些 BrightSlide 工具是您的工作流程所必需的，哪些您不经常使用，您就可以通过隐藏和显示不同的功能区组来自定义 BrightSlide 功能区。您还可以从其中选择这些组或单个功能，并将它们添加到您的快速访问工具栏。

Here you can also turn on the **Legacy Tools** group, which is hidden by default.

您还可以在此处打开默认情况下隐藏的 Legacy Tools 组。

Ribbon Setup can be found by clicking **Settings** in the Settings & Help group.

单击"设置和帮助"组中的"设置"可以找到功能区设置。

Productivity Shortcuts 生产力捷径 Windows only 仅限 Windows

Activate and deactivate the various productivity-related shortcuts here.

在此处激活和停用各种与生产力相关的快捷方式。

Productivity Shortcuts can be found by clicking **Settings** in the Settings & Help group.

单击"设置和帮助"组中的"设置"可以找到快捷方式。

Workspace 工作区

Zoom In — **Ctrl + '+'**

放大 — Ctrl + '+'

Zoom Out — **Ctrl + '-'**

缩小 — Ctrl + '-'

Hide & Show 隐藏和显示

Hide Selection — **Ctrl + 3**

隐藏选择 — Ctrl + 3

Show All — **Ctrl + Alt + 3**

显示全部 - Ctrl + Alt + 3

Arrange Objects 排列对象

Bring Forward — **Ctrl +]**

向前移动 — Ctrl +]

Bring to Front — **Ctrl + Shift +]**

置于最前面 — Ctrl + Shift +]

Send Backward — **Ctrl + [**

向后发送 - Ctrl + [

Send to Back — **Ctrl + Shift + [**

置于底层 — Ctrl + Shift + [

Lock Objects 锁定对象

Lock Selection — **Ctrl + 2**

锁定选择 — Ctrl + 2

Unlock All — **Ctrl + Alt + 2**

全部解锁 - Ctrl + Alt + 2

Align Objects 对齐对象

Align Left — **Ctrl + Left Arrow**

左对齐 - Ctrl + 向左箭头

Align Center — **Ctrl + Shift + Left Arrow** or **Ctrl + Shift + Right Arrow**

居中对齐 - Ctrl + Shift + 左箭头或 Ctrl + Shift + 右箭头

Align Right — **Ctrl + Right Arrow**

右对齐 - Ctrl + 向右箭头

Align Top — **Ctrl + Up Arrow**

顶部对齐 — Ctrl + 向上箭头

Align Middle — **Ctrl + Shift + Up Arrow** or **Ctrl + Shift + Down Arrow**

居中对齐 — Ctrl + Shift + 向上箭头或 Ctrl + Shift + 向下箭头

Align Bottom — **Ctrl + Down Arrow**

底部对齐 — Ctrl + 向下箭头

Note: Productivity Shortcuts can cause PowerPoint to crash on some Windows computers.

注意：快捷方式可能会导致 PowerPoint 在某些 Windows 计算机上崩溃。

Set Reference Object 设置参考对象

This setting allows you to set the reference object that a number of features in BrightSlide make use of. The reference object can either be the last selected, or the first selected object.

此设置允许您设置 BrightSlide 中的许多功能使用的参考对象。参考对象可以是最后选择的对象，也可以是第一个选择的对象。

Following features are affected by this setting:

以下功能受此设置影响：

- Aling to Reference Object (Align to Last | Align to First)

  对齐参考对象（对齐到最后|对齐到第一个）
- Match Size 匹配大小
- Match Tool & Match Tools (Match to Last | Match to First)

  匹配工具和匹配工具（匹配到最后 | 匹配到第一个）
- Add to Group 添加到群组
- Animate to Reference Object (Animate to Last | Animate to First)

  动画参考对象（动画到最后|动画到第一个）

Set Reference Object can be found by clicking **Settings** in the Settings & Help group.

单击"设置和帮助"组中的"设置"可以找到"设置参考对象"。

Passive Features 被动功能

There are a number of passive features in BrightSlide that change default PowerPoint behaviours. You can turn them on and off here.

BrightSlide 中有许多被动功能可以更改默认的 PowerPoint 行为。您可以在此处打开和关闭它们。

(i) Menu Tips 菜单提示

BrightSlide uses contextual Menu Tips to tell you tips and tricks about the add-in. Dismiss and reset them here.

BrightSlide 使用上下文菜单提示来告诉您有关加载项的提示和技巧。在此处关闭并重置它们。

Contextual Tools 上下文工具

BrightSlide includes a host of context-sensitive tools. Help on Contextual Tools can be found by clicking **Help** in the Settings & Help group. Keep scrolling to read up on them here.

BrightSlide 包括许多上下文相关的工具。单击"设置和帮助"组中的"帮助"可以找到有关上下文工具的帮助。继续滚动以在此处阅读它们。

Contextual Tools 上下文工具

There when you need them most, our PowerPoint add-in includes a host of context-sensitive tools. Learn where to find them here.

当您最需要它们时，我们的 PowerPoint 加载项包含大量上下文相关工具。在这里了解在哪里可以找到它们。

Table Tools 表格工具

Right-click on a table to access these tools.

右键单击表以访问这些工具。

Copy & Paste Cell Format
复制和粘贴单元格格式

Allows you to copy a cell's formatting, and paste it onto one or more cells.

允许您复制单元格的格式，并将其粘贴到一个或多个单元格上。

1. Bring a cell into focus by clicking into it

    单击一个单元格使其成为焦点

2. Right-click and select **Copy Cell Format**

    右键单击并选择复制单元格格式

3. Select one or more cells

    选择一个或多个单元格

4. Right-click and select **Paste Cell Format**

    右键单击并选择粘贴单元格格式

Sort Table 排序表

Alphabetically sort table contents.
按字母顺序对表格内容进行排序。

Transpose Table 转置表

Swap columns and rows of a table.
交换表的列和行。

Convert Table to Text 将表格转换为文本

This is a super useful tool if you are turning a table into a more impactful visual. Instead of copying and pasting or typing out each cell individually, simply right-click on a table and select Convert Table to Text. You then have the option to convert the whole table to a single textbox or convert each cell to a separate text box.

如果您要将表格变成更具影响力的视觉效果，这是一个非常有用的工具。无需单独复制和粘贴或键入每个单元格，只需右键单击表格并选择将表格

转换为文本即可。然后，您可以选择将整个表格转换为单个文本框或将每个单元格转换为单独的文本框。

Straighten Line 拉直线

Finally! A a way to ensure your lines are perfectly straight. Right-click a line to access this tool.

最后！一种确保线条完全笔直的方法。右键单击一条线以访问此工具。

1. Select a line 选择一行

2. Right-click and select **Straighten Line**

   右键单击并选择拉直线

3. From there you can choose to straighten your line to top, bottom, left, or right

   从那里您可以选择将线拉直到顶部、底部、左侧或右侧

Move Section Tools 移动截面工具

Right-clicking on a section title brings up a dropdown menu with some snazzy new options to easily move entire sections anywhere within your presentation. Restructuring just got that much easier.

右键单击部分标题会弹出一个下拉菜单，其中包含一些时髦的新选项，可以轻松地将整个部分移动到演示文稿中的任何位置。重组变得更加容易。

Move to Beginning | Move to End

移至开头 |移动到结束

Moves the section to the beginning or end of the presentation.

将节移动到演示文稿的开头或结尾。

Move Before | Move After

前移 |后移

Moves the section before or after a specific section.

在特定部分之前或之后移动该部分。

Color Contrast Checker 颜色对比检查器

Measures the color contrast between two colors by using a single object, or two objects. Aim for a color contrast ratio of at least 4.5:1 between text and its background color. You can see the result at the bottom of the contextual menu.

使用单个对象或两个对象测量两种颜色之间的颜色对比度。目标是文本与其背景颜色之间的颜色对比度至少为 4.5:1。您可以在上下文菜单的底部看到结果。

Using a single object: 使用单个对象：

1. Select an object 选择一个对象

2. Make sure **shape fill** and **text fill color** have been set

   确保已设置形状填充和文本填充颜色

3. Right-click the shape to measure the contrast ratio between shape fill and text fill color (outline colors are ignored)

   右键单击形状以测量形状填充和文本填充颜色之间的对比度（忽略轮廓颜色）

4. The result will be at the bottom of the contextual menu

   结果将位于上下文菜单的底部

Using two objects: 使用两个对象：

1. Make sure your two objects have a **shape fill color**

   确保您的两个对象具有形状填充颜色

2. Select the two objects 选择两个对象

3. Right-click on one of them to measure the contrast between the shape fill colors of either shape (outline and text colors are ignored)

   右键单击其中一个以测量任一形状的形状填充颜色之间的对比度（忽略轮廓和文本颜色）

4. The result will be at the bottom of the contextual menu

   结果将位于上下文菜单的底部

Passive Features 被动功能

BrightSlide includes some features that are always on — these aren't always represented in the user interface.

BrightSlide 包含一些始终可用的功能——这些功能并不总是显示在用户界面中。

Copy & Paste Clipboard to Selected Slides　Windows only 仅限 Windows
将剪贴板复制并粘贴到所选幻灯片

1. Select the objects you wish to copy

   选择要复制的对象

2. Copy the objects by using the shortcut **Ctrl + C,** or by pressing the Copy button in PowerPoint

   使用快捷键 Ctrl + C 或按 PowerPoint 中的"复制"按钮复制对象

3. Select the slides you wish to paste to

   选择要粘贴到的幻灯片

4. Paste the objects by using the shortcut **Ctrl + V,** or by pressing the Paste button in PowerPoint

   使用快捷键 Ctrl + V 或按 PowerPoint 中的粘贴按钮粘贴对象

On macOS, you can achieve this by using the Copy & Paste Clipboard to Selected Slides feature in the File & Master section.

在 macOS 上，您可以通过使用"文件和母版"部分中的"将剪贴板复制并粘贴到所选幻灯片"功能来实现这一点。

Resize Multiple Lines 调整多行　　Windows only 仅限 Windows　　Experimental feature 实验特征

This feature allows you to resize multiple lines without grouping them. Just drag the handle of one line, and watch others follow! See it in action in our Twitter feed here.

此功能允许您调整多行的大小而无需将它们分组。只需拖动一根线的手柄，看着其他人跟随！在我们的 Twitter 提要中查看实际效果。

Note: This is an experimental feature, and only works with PowerPoint build 14822 & above.

注意：这是一项实验性功能，仅适用于 PowerPoint build 14822 及更高版本。

Duplicate Comments when Duplicating Slide   Windows only 仅限 Windows
复制幻灯片时重复注释

By default, PowerPoint only duplicates comments attached to a slide when you copy and paste that slide. This feature will make sure your comments stay intact when you use the duplication method.

默认情况下，PowerPoint 仅在复制和粘贴幻灯片时复制附加到该幻灯片的批注。当您使用复制方法时，此功能将确保您的评论保持完整。

You can turn off **Passive Features** by clicking **Settings** in the BrightSlide tab.

您可以通过单击 BrightSlide 选项卡中的设置来关闭被动功能。

Always Fill Image when Using Change Picture
使用更改图片时始终填充图像

When using Change Picture, newer versions of PowerPoint will only fill the entire area of the image you're replacing, if the image has been cropped. This feature will make sure your layout will never get altered, even if the image has not been cropped.

使用"更改图片"时，如果图像已被裁剪，较新版本的 PowerPoint 只会填充要替换的图像的整个区域。此功能将确保您的布局永远不会改变，即使图像没有被裁剪。

You can turn off **Passive Features** by clicking **Settings** in the BrightSlide tab.

您可以通过单击 BrightSlide 选项卡中的设置来关闭被动功能。

Legacy Tools 遗留工具

BrightSlide includes a number of hidden Legacy Tools that have left the main ribbon and are no longer updated. You can show Legacy Tools in the ribbon by clicking **Ribbon Setup** in BrightSlide's settings menu. They will always be accessible via the Quick Access Toolbar.

BrightSlide 包含许多已离开主功能区且不再更新的隐藏旧版工具。您可以通过单击 BrightSlide 设置菜单中的功能区设置来在功能区中显示旧版工具。它们将始终可通过快速访问工具栏访问。

Adjustment Painter 调整画家

Use this tool to copy and apply shape adjustments (like rounded corners, chevron angles, arrows, etc.) to another similar shape. You can use the Adjustment Painter on all shapes that have a yellow adjustment handle.

使用此工具将形状调整（如圆角、V 形角、箭头等）复制并应用到另一个相似的形状。您可以在所有具有黄色调整手柄的形状上使用 Adjustment Painter。

1. Select your adjusted shape

   选择调整后的形状

2. Click Adjustment Painter 单击调整画笔

3. Click another shape of a similar type to apply

   单击另一个相似类型的形状以应用

You can apply the adjustments to multiple shapes by double-clicking* the Adjustment Painter, or lassoing* multiple shapes after the painter has been clicked.

您可以通过双击* Adjustment Painter 或在单击 Painter 后套索*多个形状来将调整应用到多个形状。

This feature has been replaced by **Multi-painter & Painters**. You can also match adjustments with **Match Tool & Match Tools** Legacy features are hidden by default. You can show Legacy Tools in the ribbon by clicking **Ribbon Setup** in BrightSlide's settings menu. They will always be

accessible via the Quick Access Toolbar.

此功能已被 Multi-painter & Painters 取代。您还可以使用匹配工具和匹配工具匹配调整，默认情况下隐藏旧功能。您可以通过单击 BrightSlide 设置菜单中的功能区设置来在功能区中显示旧版工具。它们将始终可通过快速访问工具栏访问。

> * Functionality only available on Windows
>
> * 功能仅适用于 Windows

Grow/Shrink Calculator 增长/收缩计算器

Get rid of the guess work, calculate the animation grow/shrink percentages needed to grow or shrink one object to match another.

摆脱猜测工作，计算增长或缩小一个对象以匹配另一个对象所需的动画增长/收缩百分比。

1. Select the objects 选择对象
2. Click Grow/Shrink Calculator

   单击增长/收缩计算器
3. Choose your settings and click OK

   选择您的设置并单击"确定"

This feature has been replaced by **Animate to Reference Object**. Legacy features are hidden by default. You can show Legacy Tools in the ribbon by clicking **Ribbon Setup** in BrightSlide's settings menu. They will always be accessible via the Quick Access Toolbar.

此功能已被 Animate to Reference Object 取代。默认情况下隐藏旧版功能。您可以通过单击 BrightSlide 设置菜单中的功能区设置来在功能区中显示旧版工具。它们将始终可通过快速访问工具栏访问。

Find more in BrightSlide 在 BrightSlide 中查找更多信息

There are more Legacy Tools available in BrightSlide. Support for these tools has ended, thus you will not find them here.

BrightSlide 中提供了更多旧版工具。对这些工具的支持已结束，因此您不会在此处找到它们。

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