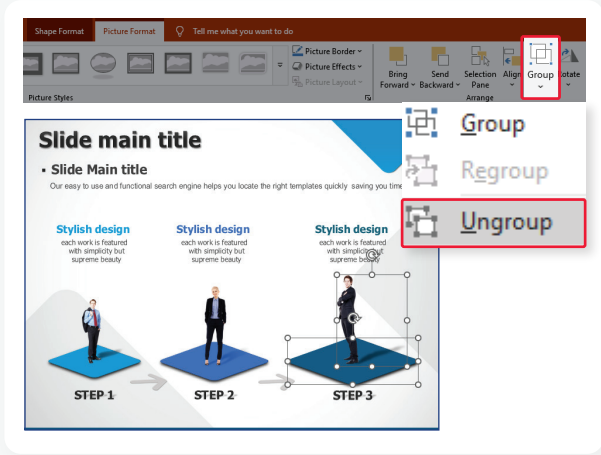## How to Replace Images in GoodPello Templates

GoodPello templates include PNG and WMF image files used in presentation designs.
Depending on the file type, you can either replace the image or change its color.
This guide walks you through each method step by step so you can easily edit both PNG and WMF images.
Keep the original layout and design intact while customizing the visuals to fit your brand or presentation topic.
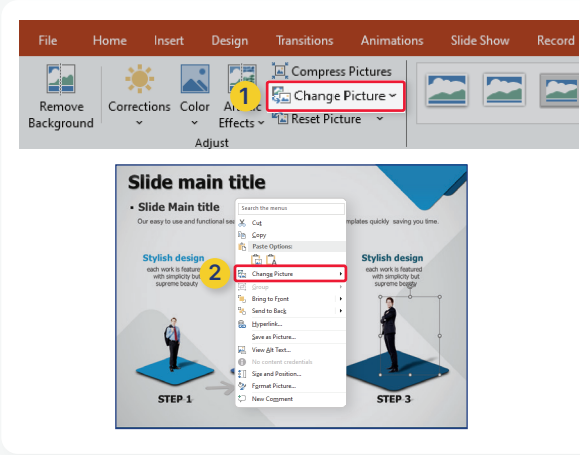
File Type	Description	Recommended Use
PNG	Bitmap images (photos, illustrations, etc.) that maintain sharpness and clarity without distortion	For replacing images such as people, products, or illustrations
WMF	Vector-based images that allow color editing	For icons, infographics, or shapes where color changes are needed

How to Replace PNG

1 Ungroup the Objects

Most objects and images are grouped together.
To replace an image, go to
[Format]→[Group]→[Ungroup].
Once ungrouped, you can edit each element individually.
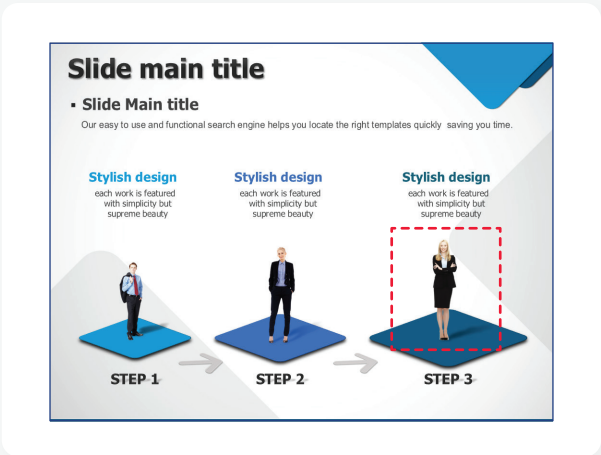
2 Replace the Image (Two Methods)

There are two ways to replace a PNG image:

Method 1   Right-click the image→ select **[Change Picture]**

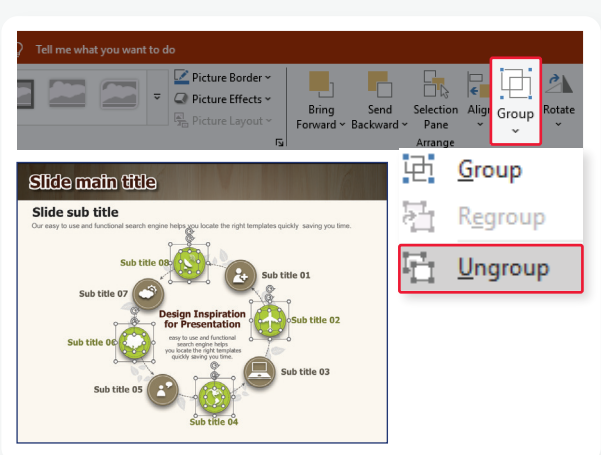**Method 2**   Go to the top menu→ **[Format]→[Change Picture]**

Both methods produce the same result.
Select your desired image, and it will be replaced instantly.
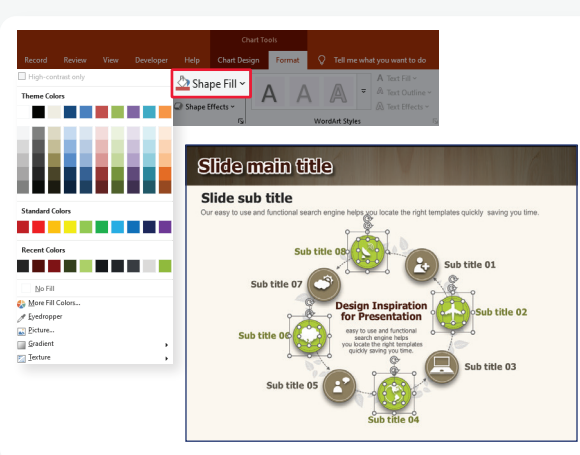

3 Check the Updated Image

After replacement, confirm that the new image appears correctly on your slide.
For example, replacing a male figure with a female one will be immediately reflected in the presentation.

How to Change WMF Image Colors

1 Ungroup the Objects

Select the WMF object you want to recolor, then go to **[Format]→[Group]→[Ungroup].**
Ungrouping allows you to edit each shape's color individually.

2 Change the Color Using Shape Fill

Select the shape you want to recolor, then go to **[Format]→[Shape Fill]** and choose your preferred color.

3 Check the Updated Color

Review the updated shape to confirm the color change.
For instance, a green circle will now appear in yellow after applying the new color.

TIP

01. Set Image Types
- Use PNG files for image replacement and WMF files for color customization.

02. Check Design Balance
- After editing, check the overall layout to ensure your design remains balanced and consistent.

03. Keep a Safe Copy
- Before making changes, duplicate the slide to compare the before-and-after versions if needed.