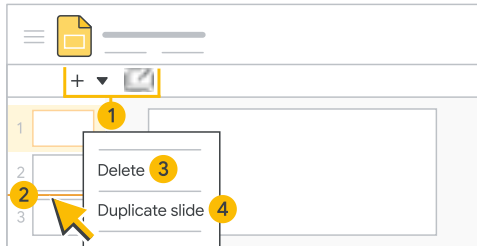



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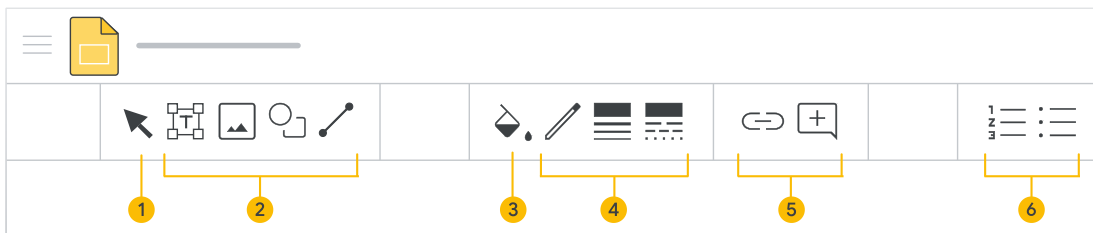
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Add and organize slides



- 1 New slide:**
 - Click New slide + to add a slide with the same layout.
 - Click the Down arrow v to add a slide with a different layout (if available).
 - Click Templates  to add a slide with your organization's branding (if available) or a slide with a different layout.
- 2 Move slide**—Drag the slide to a different position in the presentation. To move several slides at once, **Ctrl+click** multiple slides before dragging them.
- 3 Delete slide**—Right-click the slide and select **Delete**.
- 4 Duplicate slide**—Right-click the slide in the sidebar and select **Duplicate slide**.

Add content to slides



- 1** Select an item on a slide
- 2** Add a text box, image, shape, or line
- 3** Add or change color of an area
- 4** Change border color, weight, or style
- 5** Add links or comments
- 6** Add numbers or bullets

Import slides, copy your presentation, and more

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Make a copy—Create a duplicate of your presentation. This is a great way to create templates.

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Version history—See all the changes you and others have made to the presentation, or revert to earlier versions.

Publish to the web—Publish a copy of your presentation as a webpage, or embed your presentation in a website.

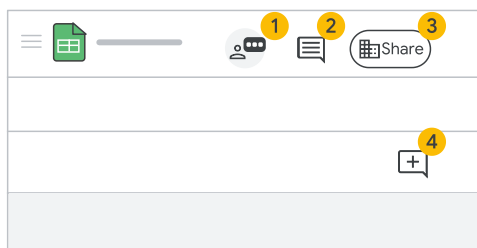


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