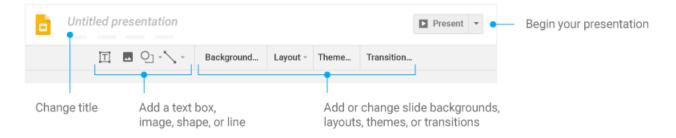


## Slides Cheat Sheet

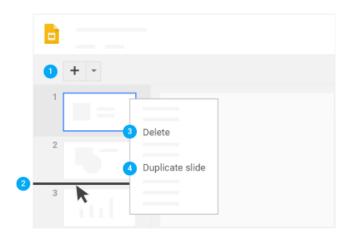
#### Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more. All changes are saved automatically.

#### 1 Add and edit content in your slides.

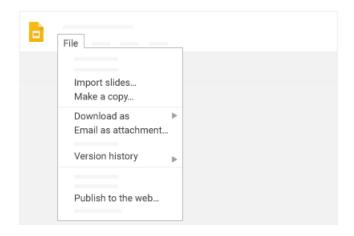


#### 2 Add and organize slides.



- New slide—Click New slide + in the toolbar. Click the Down arrow
  ▼ to choose a layout for the new slide.
- 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.
- Ouplicate slide—Right-click the slide in the sidebar and select Duplicate slide.

# 3 Work with different copies and versions of your presentation.



**Import slides**—Add slides from another presentation to your current slide deck.

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

 $\label{eq:continuous} \begin{tabular}{ll} \textbf{Download as-} Download your presentation in other formats such as} \\ \textbf{PowerPoint}^{\textcircled{\$}} \ \mbox{or PDF}. \\ \end{tabular}$ 

Email as attachment-Email a copy of your presentation.

**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.



### Slides Cheat Sheet

4 Click a share to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

|             | Share or unshare | Edit content directly | Add comments |
|-------------|------------------|-----------------------|--------------|
| Can edit    | ✓                | ✓                     | <b>✓</b>     |
| Can comment | _                | _                     | <b>✓</b>     |
| Can view    | _                | _                     | _            |

5 Collaborate with your team in real time.

