

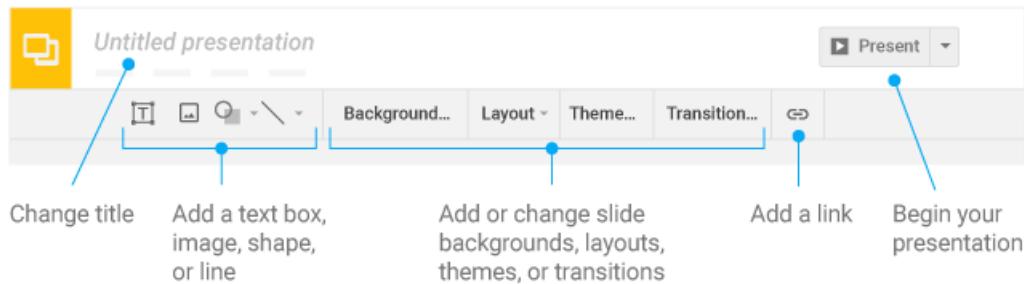


## Slides Cheat Sheet

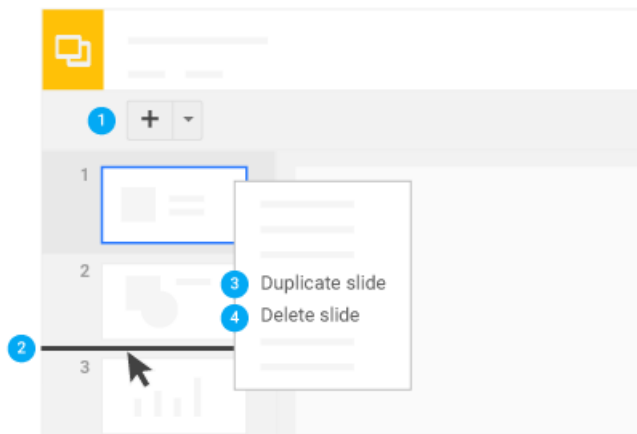
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## 1 Add and edit content in your slides.



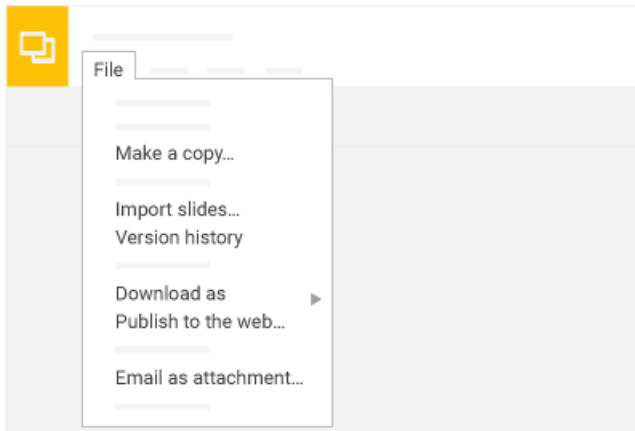
## 2 Add and organize slides.



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



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



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

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

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

**Download as**—Download your presentation in other formats such as PowerPoint® or PDF.

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

**Email as attachment**—Email a copy of your presentation.

### 4 Click **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	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—