

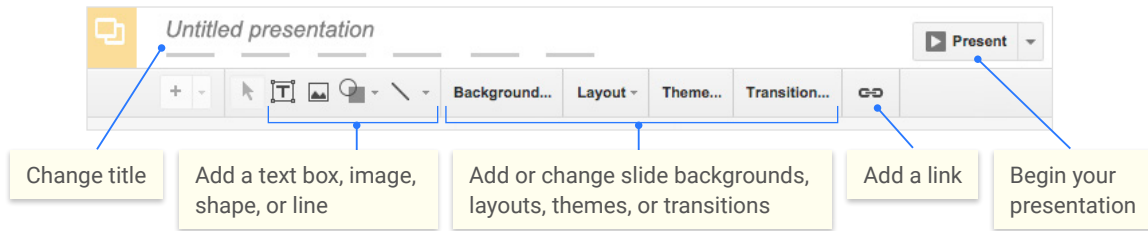


## Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more.

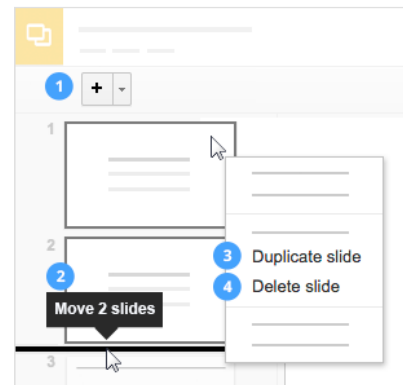
All changes are saved automatically!

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



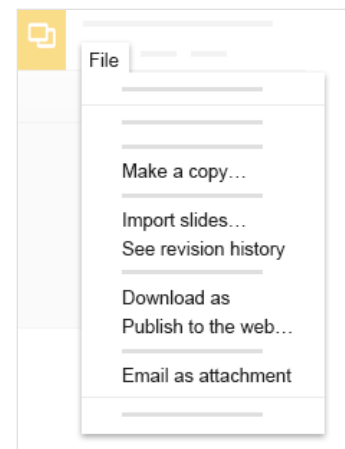
### 2 Add and organize slides.

- 1 **New slide** Click **+** in the toolbar. Click **▾** 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.
- See revision 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 Microsoft® 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	Suggest edits	Add comments
<b>Can edit</b>	X	X	X	X
<b>Can comment</b>			X	X
<b>Can view</b>				