

## SIWW2024 Water Convention Submission Guide

## SETTING UP PRESENTATION TO BE 16:9



Step 1: Click on Design Step 2: Select "Page Setup" Step 3: Select 16:9

Step 4: Click OK to save settings



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## **EMBEDDING FONTS**

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Save As         Save as Adobe PDF	Recent Presentatio	Proofing         Save         Language         Advanced         Customize Ribbon         Quick Access Toolbar         Add-Ins         Offline editing options for document management server files         Trust Center         Save checked-out files to::         Trust Center         Step options         File > Options         File addition:         Clysers/Lenovo/Documents/SharePoint Drafts/         Energy of the detailed merge changes when a merge occurs         Preserve figelity when sharing this presentation:         Image: Step 2:         @ Embed only the characters used in the presentation (best for reducing file size)         @ Embed all gharacters (best for editing by other people)	
	P Quickly access this n	OK Cancel	

Step 1: Click on File >> Options Step 2: Check "Embed fonts in the file" to embed all fonts Step 3: Click Ok to save settings