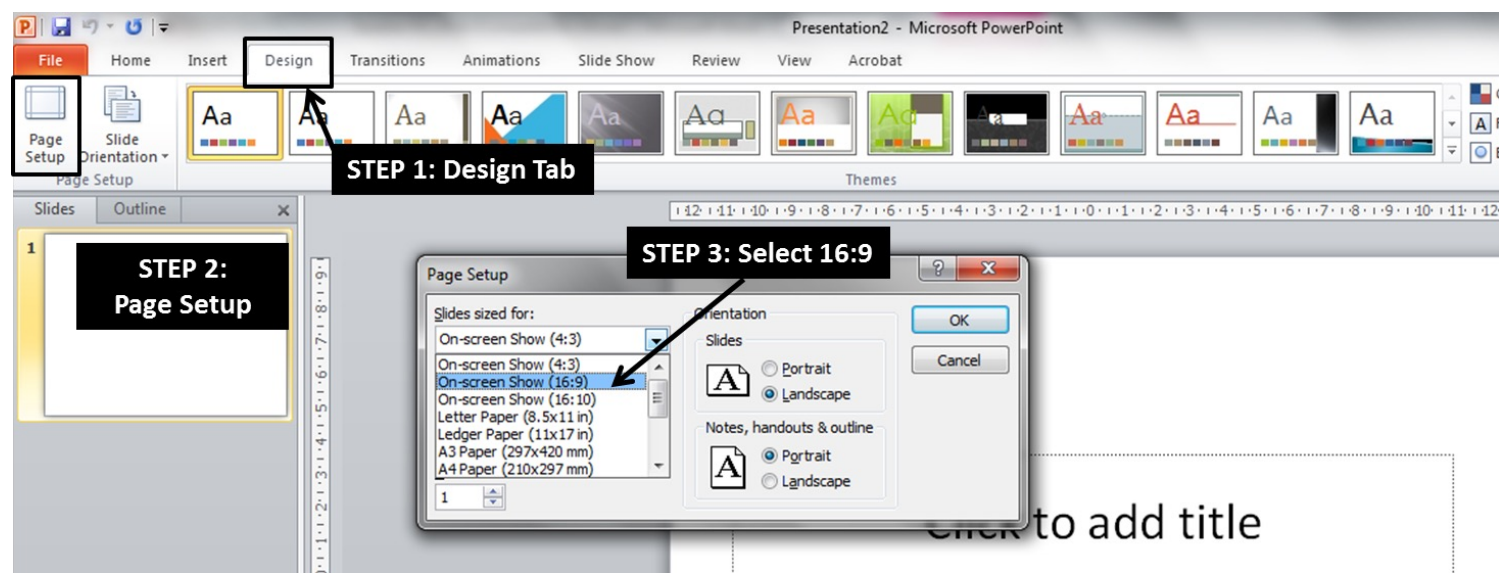
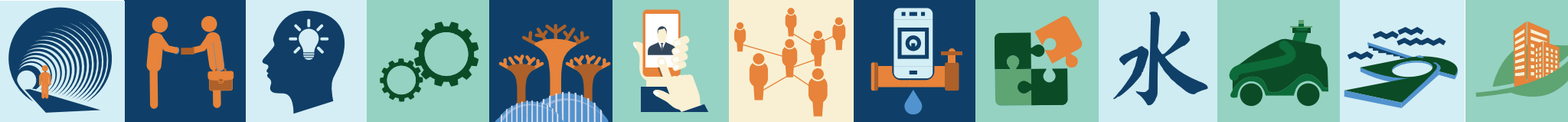


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SETTING UP PRESENTATION TO BE 16:9

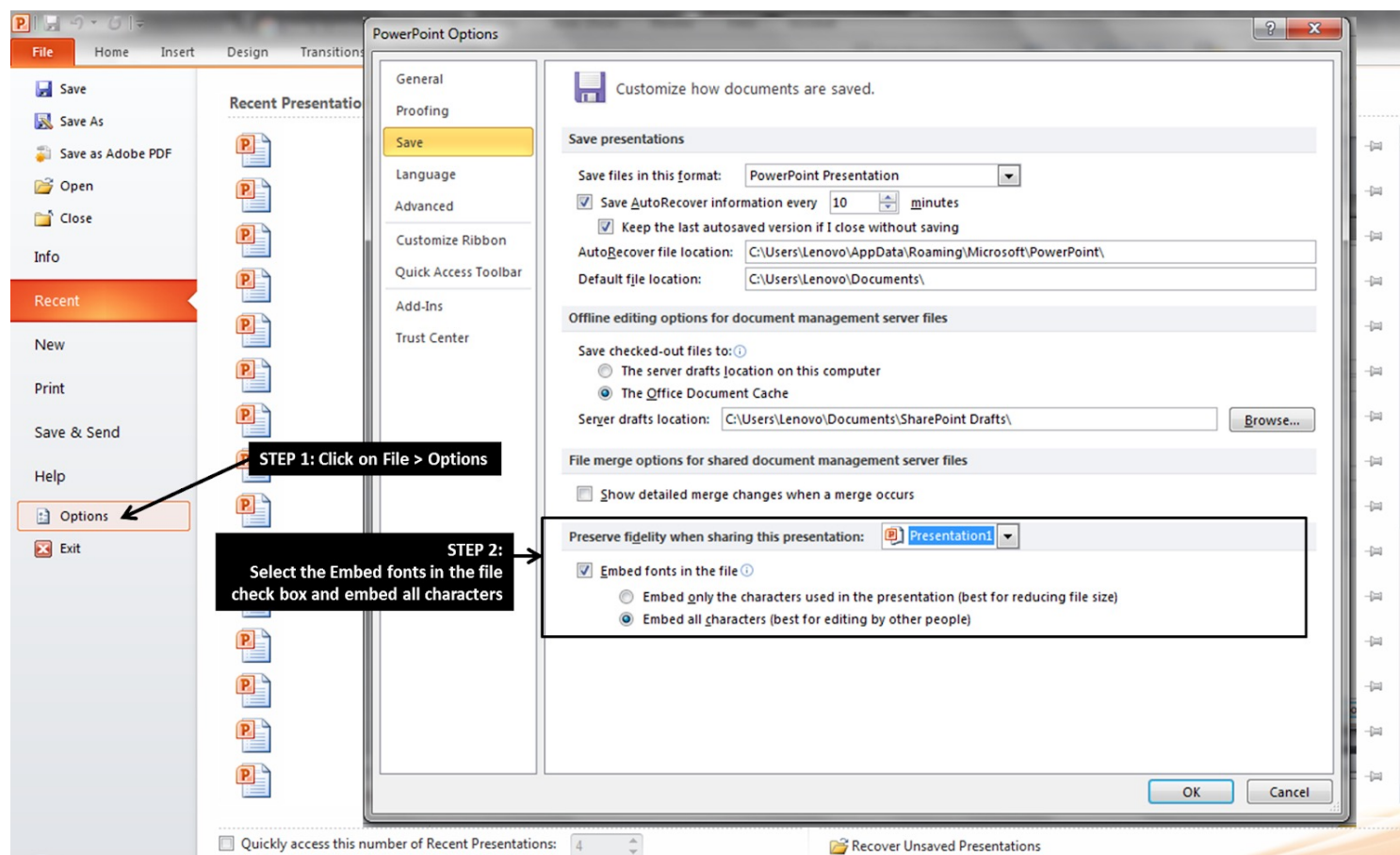


- Step 1: Click on Design
- Step 2: Select "Page Setup"
- Step 3: Select 16:9
- Step 4: Click OK to save settings



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EMBEDDING FONTS



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