

# — Technical Bulletin —

## Mac PowerPoint Add-in Installation Instructions

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The following steps describe how to install the PRS PowerPoint Add-in on the Mac.

- 1** Open PowerPoint and select the **PowerPoint Menu**.
- 2** Select the *Preferences...* menu option.
- 3** Click on the **View** tab and uncheck the Project Gallery at startup option.
- 4** Click on the **OK** button.
- 5** Select the **Tools Menu**.
- 6** Select the *Add-ins...* menu option.
- 7** Click on the **Add...** button. Navigate to the folder in which PRS is installed. By default, PRS is installed in the InterWrite PRS folder.
- 8** Select the *PRS AddIn.ppa* file and click on the **Open** button.
- 9** The PRS Add-in file will be listed in the Add-in List. Click on the **OK** button.
- 10** Restart PowerPoint.

By default, the PRS Add-in Toolbar displays along the left side of the PowerPoint window. You can move it by grabbing the spot next to the **Close** button and dragging it to the top of the window where the other Toolbars are located. Click and drag the **Resize** button to change the PRS Toolbar's orientation.

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