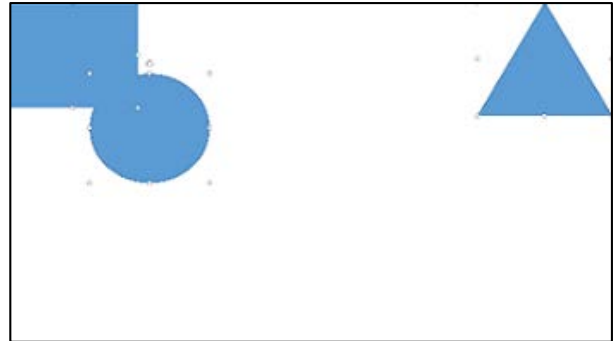


## Troubleshooting: How to Distribute Objects

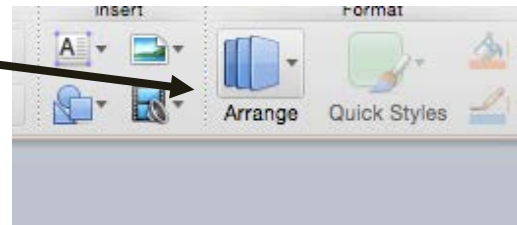
\*\*\*These instructions are designed for Mac Users PowerPoint 2011 version 10.4 If you are using a different version it may look slightly different. \*\*\*

1. Select one of your images or shapes. Hold down the “**shift**” key and select the other shapes in your slide.

\*Dots will appear around the shapes when they are all selected. \*

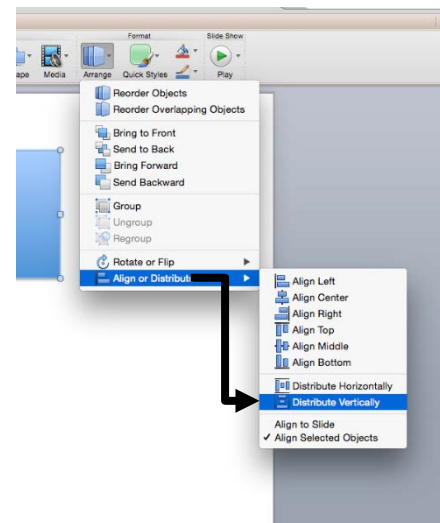


2. Let go of the “**Shift**” key and click “**Arrange**” at the top of your screen.

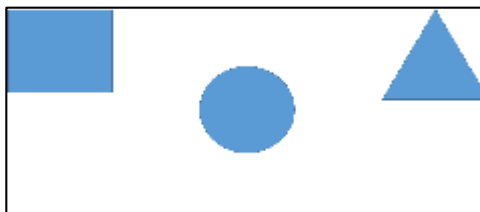


3. From the drop-down menu click “**Align**” and then “**Distribute Horizontally**.”

4. From the drop-down menu click “**Align**” and then “**Distribute Horizontally**.”



5. Your shapes are now evenly distributed across the screen.



**Congratulations! You have successfully completed this step.**