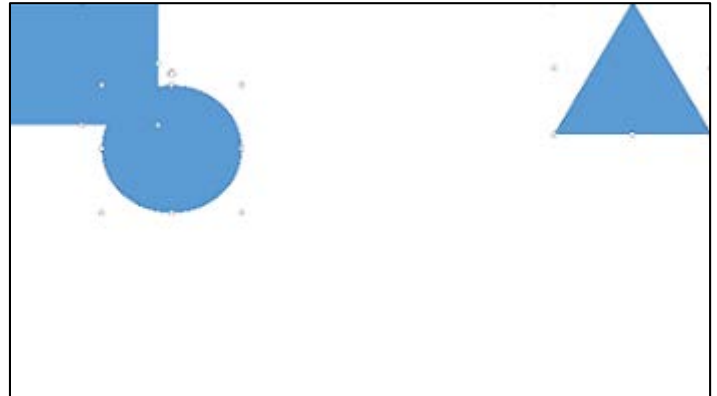


Troubleshooting: How to Distribute Objects

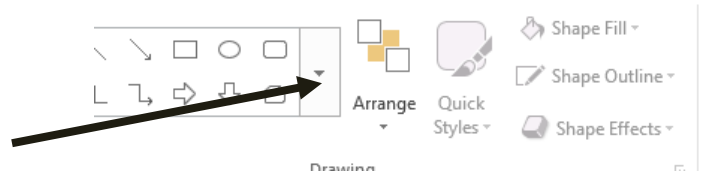
***These instructions are designed for PC Users PowerPoint 2013 version 18. If you are using a different version it may look slightly different. ***

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

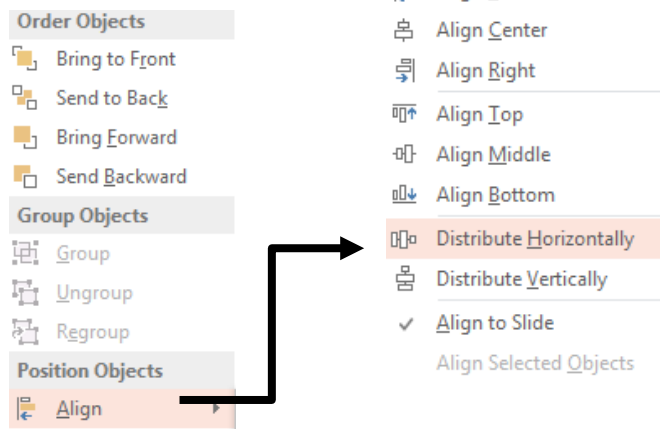
Dots will appear around the shapes when they are all selected.



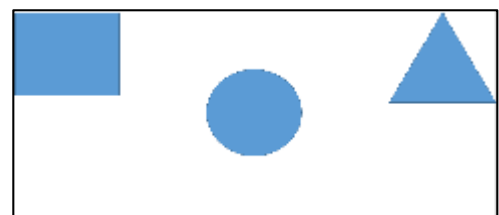
2. Let go of the “**Shift**” key and click “**Arrange**” at the top of your screen.



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



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



Congratulations! You have successfully completed this step.