



## Collaborating & Printing

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## Comments and Feedback

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## Comments Tool

Add **suggestions** or **feedback** to your presentation



Collaborate with others



Review your work



Keep track of changes



## Comments Tool

1. Record | **Review** | View | Add-ins | Help

New Comment | Delete | Previous | Next | Show Comments

2. Click to add title

Click to add text

3. Click 'New' to add a comment

4. Henry Davies

Change this title to all uppercase to improve hierarchy of information

22 February 2024, 17:25

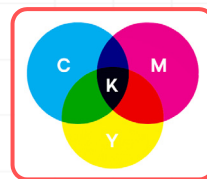
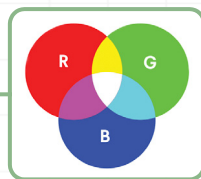
Reply

The specific component will be **highlighted** that needs updating based on the comment

Click on the **text box or shape** that the **comment applies to**



# Saving and File Properties for Printing

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PowerPoint only supports **RGB imagery**



RGB images will look fine on the screen, but will **not print with the same color**

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## How to Print in CMYK

1



**Save** your **PowerPoint presentation** as a **PDF**:

Go to "**File**" > "**Save As**" and choose the **PDF format**

Professional printing services **accept PDF files** for printing

## How to Print in CMYK

2



Convert the **PDF to CMYK** using a **graphics editing software**:

Adobe Acrobat Pro

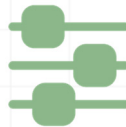
Adobe Illustrator

Adobe Photoshop

Options to convert the **PDF to CMYK color mode**

## How to Print in CMYK

3



Adjust the **color settings**:

Navigate to the **color settings** or **color management** section



Look for options relating to **color mode conversion** or **output settings**



Select **CMYK**

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## How to Print in CMYK

4



**Save** the converted **CMYK file**:

Save the file as a **new PDF** or **image file** in **CMYK color mode**

Retain the appropriate **file format** and **resolution required for printing**

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